



Date: November 4, 2022

To: Todd Wolf, City Administrator
David Biebel, Director of Public Works
Kaitlyn Krueger, Finance Director/Treasurer
Barb Hanson, Human Resources

From: Jordan Skiff, Wastewater Superintendent

Subject: Proposed WWTP Position Changes

In my first year as Wastewater Superintendent for the City, it has become clear that several opportunities exist to structure our staff in a more productive, efficient way. Over the past few years, several vacancies have remained unfilled, including two supervisory positions (Lead Operator and Maintenance Supervisor). I would like to fill a version of these positions again, but by promoting current staff, and retaining their roles in operations and maintenance, not filling the positions again as strictly supervisory. I would also like to modify a third job description as we look to fill a current vacancy.

Lead Operator: Several years ago, we had a full-time Lead Operator supervising four operators. For the past 18 months, Tyler Hoffmann has been performing several Lead Operator roles, while not seeing his job title and pay reflect that. His role expanded further this year when I was hired, as a licensed wastewater operator is required to submit official documents to the DNR on a monthly and annual basis. Tyler took on this role, as well.

Unlike Lead Operators of the past, Tyler will continue to be part of the operator rotation, completing all day-to-day duties. This would remain a non-exempt position. Duties that would be in addition to those of other operators include supervision, scheduling work, project management, parts ordering, involvement in our pretreatment program, and serving as the official Plant representative for DNR reports.

I recommend that the job be placed at Grade 14 on the wage scale, as Tyler's scheduling and oversight duties are on par with the Transit Operations Supervisor, and his technical/certification requirements are likely higher. Since Tyler has been filling this role—professionally and without complaint—since April 2021, I recommend that he receive back-pay for the difference in salary for that time.

Maintenance Working Foreman: Until last year, a Maintenance Supervisor managed a section with three mechanics and many duties related to ordering materials, tracking equipment performance, safety and facility projects. With that position vacant, most of these duties have been completed by the Superintendent, but with a decreased ability to provide the essential time and expertise. Assigning of work orders, staying on top of ordering parts, updating our asset management system, and the daily oversight of our mechanics' performance have all been limited

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TREATMENT PLANT

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by this vacancy. Rather than filling the position as it was—with a full-time supervisor—I propose to promote one of our current mechanics to be a Working Foreman. He would retain his responsibilities for completing work orders and being part of the on-call rotation, but would also direct the work of other mechanics, schedule work, provide advice on personnel actions, and play a larger role in ordering parts and updating our work order system.

I recommend that this position be placed at Grade 13 on our wage scale, as it would have similar requirements of technical expertise and supervisory duties as our former Process Systems position. This position would be non-exempt.

On a related note, two of our current three mechanics have indicated that they may be retiring over the next year or two. I would like to explore the possibility of hiring a fourth mechanic in early 2023 to learn the job while we have experienced veterans to teach him or her. When there's a retirement, we would go back to having three mechanics (one of them being the Working Foreman) instead of four.

Network & Process Systems Coordinator: Our long-time network and instrumentation guru, Steve Meifert, recently retired. His position had evolved over the years, including promoting him to an exempt position that supervised our electrician. Since it is unlikely—and unnecessary—to find someone with Steve's deep and unique skills and background, I recommend removing the supervisory role from this position as well as requirements to be a licensed wastewater operator and have a four-year degree. I would also like to change the title to reflect the work Steve did on our computer network, as that will be an essential skill for his successor.

Due to the unique and highly technical nature of this work, I recommend leaving the placement on the wage scale at Grade 13, but this would be a non-exempt position.

I understand that there may be questions about the budget impact of these proposed changes. Please remember that the two promotions I'm proposing would simply fill positions that have been vacant for several years, add some of those management duties to current staff instead of hiring "additional" staff, and will be very practical by keeping them in the operations and maintenance rotations.

With this in mind, and to make it worthwhile for two of our staff to accept these new positions, I propose that these promotions would result in the employee being placed in the new grade at a step that represents at least a 3% increase in salary. While it may be tempting to place them in the new grade but at a step that is very close to their current salary, this promise of having a higher wage ceiling in their new grade for some point down the road won't be enough of an incentive to take on these extra responsibilities now.

Please feel free to contact me at 920-459-0220 or jordan.skiff@sheboyganwi.gov to discuss this proposal further.

WWTP – Lead Operator

Direct Supervisor: Superintendent - WWTP
Department: Department of Public Works - WWTP
Version Date: December 1, 2022
Salary Grade: 14 (proposed)
FLSA Status: Non-Exempt



Position Summary:

Under general supervision of the Wastewater Superintendent, is responsible for the efficient operation, regulation, and maintenance of equipment and facilities located at the Wastewater Treatment Plant and WW Pump/Lift Stations involving the performance of skilled work normally done independently.

Essential Responsibilities:

1. Supervise a team of operators—while also participating fully in the operator rotation—in the following duties.
2. Regulate wastewater flow through the treatment plant and make adjustments in the process in accordance with prescribed standards.
3. Inspect motors, bearings, and gear boxes for overheating and maintain proper lubrication.
4. Collect samples of sewage and effluent at various stages of processing and perform routine physical and chemical analysis, including but not limited to chlorine residual, sulfite residual, ammonia nitrogen concentration, phosphorus concentration, pH, etc.
5. Analyze and interpret operational data to determine proper process control.
6. Performs start-stop functions on a variety of mechanical and electrical equipment and more complex process equipment systems including but not limited to, pumping systems, chemical feed systems, air supply systems, methane gas systems sludge dewatering systems, etc.
7. Skim and/or clean process basin walls and water surfaces.
8. Make and record meter and gauge readings as required. Maintain and interpret logs and prepare written reports pertaining thereto.
9. Make normal repairs to equipment and assist in extensive repairs.
10. Teach other employees related skills and procedures necessary in the operation of the wastewater plant and associated equipment.
11. Required to fill-in and perform wastewater laboratory analysis when necessary.
12. Maintain equipment, buildings, and grounds in a clean and orderly manner.
13. Will be required to fill in as relief for vacations, sick leave, etc.
14. Perform all functions/tasks defined in Operator Trainee, Operator I and Operator II job descriptions.
15. Perform related duties as required.
16. Schedule work for all operators, and assign work orders via FIIX.
17. Manage certain capital projects, including planning, bidding out, tracking budgets, documenting, coordinating supporting work, and overseeing the contractor's efforts.
18. In collaboration with the operators, make operational decisions for the Plant.
19. Order parts and supplies as needed.
20. As the designated Operator in Charge for DNR submittals, sign and complete all regulatory/mandatory information that is sent to the DNR (eDMRs, CMARs, etc.).
21. Accompany pretreatment coordinator on annual site inspections.

WWTP – Lead Operator

Education & Experience:

1. Bachelor's degree in environmental science, chemistry, biology, or a related field. High School diploma or GED certificate recognized by the Wisconsin Department of Public Instruction.
2. Five Ten (10) years of on-the-job experience in the operation of/and principles of wastewater treatment and associated equipment.
3. Five Ten (10) years of on-the-job experience in the operation and maintenance of motors, compressors, pumps, mechanical equipment, and similar mechanical systems.
4. Certification as a Wisconsin Department of Natural Resources Grade IV Wastewater Operator in ALL sub-classes appropriate to the Sheboygan WWTP. The Wastewater Operators certification may be increased depending on requirements mandated by the WDNR.

Qualifications & Skills:

1. Ability to work under general instructions and make independent judgments.
2. Knowledge of the methods and principles of the operation of large capacity pumps and related wastewater treatment plant equipment.
3. Knowledge of standard practices, techniques, and principles of water pollution control.
4. Knowledge of and ability to perform laboratory analysis as required by the WDNR and our WPDES wastewater discharge permit; including but not limited to, BOD5, TSS, Total Phosphorus, Ammonia Nitrogen, Fecal Coliform, pH, etc.
5. Ability to maintain and evaluate records.
6. Ability to inspect sewage plant machinery and mechanical equipment in operation and to detect flaws and defects in operation.
7. Ability to react promptly and effectively in emergencies.
8. Ability to perform manual work involving lifting, climbing, crouching, etc.
9. Ability to establish and maintain effective working relationships.
10. Will be required to work shifts, holidays, and week-ends.
11. Must possess a valid Wisconsin Motor Vehicle Operator's license in good standing.
12. Basic knowledge of mathematical principles.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Department Summary:

At the Department of Public Works, we strive to provide a professional Public Works organization that will offer quality infrastructure and services in a sustainable way that will contribute to making Sheboygan a desirable place to work, live, and play. Our mission is to improve the quality of life by effectively developing, maintaining, and improving the infrastructure, natural resources, and community services.

WWTP – Lead Operator

Department of Public Works Goals

- Provide quality infrastructure that conveys safe, efficient delivery of essential goods and services.
- Provide clean and beautiful public spaces that maximize the natural environment to enhance the overall quality of life.
- Deliver professional-quality public service with a friendly and welcoming atmosphere.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

JOB DESCRIPTION QUESTIONNAIRE

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are a regular and ongoing part of the job, under typical conditions, and not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1			DEMOGRAPHIC INFORMATION	
Employee Name	Tyler Hoffmann	Employer Name	City of Sheboygan	
Job Title	Lead Operator	Work Location	3333 Lakeshore Drive	
Department	Department of Public Works	Division	Wastewater	
Full-Time / Part-Time	Full-time	Part-Time (Hrs per Wk)	N/A	
Supervisor Name	Jordan Skiff	Supervisor Title	Superintendent	

SECTION 2		JOB SUMMARY/PURPOSE	
What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?			
Lead a team of operators whose primary mission is to send clean water to Lake Michigan from sanitary sewers			

SECTION 3

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.

Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.

Category (Area of Responsibility):	6-2 Shift	% of Annual Total Time Spent on Category:	35%
Duties within Category:	Collecting samples for analysis, daily lab tests (chlorine, pH, phosphorus, and ammonia), process control (checking sludge blanket depths and dissolved oxygen concentration), checking pumps, dryer and screw press operations (polymer and sludge concentrations, flow rates), monitor equipment for wear and other breakdowns, making process changes based on the information from the lab testing and monitoring and daily observation, checking drip traps, receiving and ordering chemicals for process control, ordering polymer for screw presses, filling out spreadsheets for data collection, troubleshooting equipment that is malfunctioning, checking for proper sampler operation, starting redundant equipment that may only be used intermittently, using SCADA. Perform cleaning of the DO probes and ORP probes.		
Category (Area of Responsibility):	Non-Operating Shift	% of Annual Total Time Spent on Category:	30%
Duties within Category:	Assisting and performing with the maintenance staff or doing light maintenance. Adhere to the confined space protocols. Cut grass, remove snow, clean weirs and other basins. Clean dryer building. Draft and perform Lock out/Tag out procedures and implement them with the staff. Perform pump checks on Raw pumps and ferric pumps. Take care of online analyzers for phosphorus in the final effluent, aeration basins, and the bisulfite analyzer. Calibrate the ORP probes to a standard solution. Perform lift station inspections, perform lab tests (see Laboratory section below). Complete work orders from the FLIX program as well as any other assigned projects (painting, etc.).		
Category (Area of Responsibility):	9 to 5 Shift	% of Annual Total Time Spent on Category:	20%
Duties within Category:	Clean building floors (dry and wet mopping), bathrooms, vacuuming, cleaning windows and doors, dusting, and collecting garbage around the facility. Assist mechanics with maintenance and perform various light maintenance from the work order list or other assigned projects. Monitor the plant through the SCADA system. Perform chlorine and bisulfite residual tests. Use daily observations and data to make process control decisions. Bring online any additional equipment that may be required overnight. Secure the premises.		
Category (Area of Responsibility):	Laboratory	% of Annual Total Time Spent on Category:	2%
Duties within Category:	Perform lab tests that has the data sent to the Department of Natural Resources. Analyze cBOD, TSS, phosphorus, ammonia, fecal coliform, and e. coli samples. Make own glucose-glutamic acid standards for BODs. Maintain records of chemicals being used and providing traceable information for the DNR. Perform monthly		

	checks on BOD equipment for barometric pressure and monthly checks on balances used for TSS, percent solids and volatile solids.		
Category (Area of Responsibility):	Lead Operator	% of Annual Total Time Spent on Category:	10 %
Duties within Category:	Schedule work for the operators during the week. Project management, including planning, presenting to Council for approval, going out for bids, tracking budgets, and giving operational input into projects. Assist in preparing the rate tool to set rates and budget for capital projects in the future. Assigning tasks via FIIX and using Smartsheet to make operator work schedules. Making sure work orders are being completed and filled out correctly, and inventory tracked. Make operational decisions based on evidence that the plant and monitoring via SCADA and operators to better improve effluent quality. Ordering parts and supplies as needed, Adding new scheduled maintenance as new operational equipment is brought online. Help fill out permit applications, CMOM, CMAR, pretreatment data for the DNR. As the designated Operator in Charge for DNR submittals, sign and complete all regulatory/mandatory information that is sent to the Wisconsin DNR (eDMRs, CMARs, etc.).		
Category (Area of Responsibility):	Pretreatment Coordinator	% of Annual Total Time Spent on Category:	1 %
Duties within Category:	Accompany the pretreatment coordinator to annual site inspections of the facilities that have significant sewer loadings or have potentially dangerous discharges. Help fill out data from the annual testing performed by an outside lab contractor and submit that data sent to the DNR. Fill management roles when the coordinator and/or superintendent are not available.		
Category (Area of Responsibility):	Project Manager	% of Annual Total Time Spent on Category:	2%
Duties within Category:	Get project approved by Common Council. Get budget approved by Public Works Committee. Obtain quotes or sealed bids from contractors. Establish a timeline, work plan and schedule for project completion. Key decision maker in hiring contractors or completing work in-house. Responsible for communicating with contractors, accounting for delivery and weather delays, and ultimately responsible for the finished product. Weekly status reports and budget updates are submitted to the DPW office. Create purchase orders and ensure invoices are paid. Coordinate supporting efforts by plant staff. Submit a final project summary and closeout paperwork after all parties are paid and the project is complete. Prepare a report to document the scope of work and lessons learned for future.		

SECTION 4

TOOLS, SOFTWARE, & TECHNOLOGY

Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.

Excel, Word, SCADA, Outlook, FIIX, Smartsheet, Munis,

Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).

Chlorine analyzers, phosphorus analyzers, bisulfite analyzer. DO and ORP probes, copier/printer, phones. Calibration equipment and standards for DO

and ORP probes. Chemicals to make a bisulfite standard for an analyzer reading, pH meter and handheld phosphorus and ammonia meters. Sample ovens, sludge samplers, sludge blanket reader, microscope.

Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc. Forklift, man lift, electric cart, lab cart, lawnmower, snowblower, pickup trucks and snowplows. Handheld and other cordless power tools.

SECTION 5

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Job Title(s) of Collaborators and/or Who Reviews
Process changes	Bring additional equipment online, switch to other equipment, adjust settings.	Operator/Mechanic/Superintendent/Lab Tech
Dryer	Changing throughput to dryer, sludge feed numbers, polymer feeds and concentrations	Operator/Superintendent
Analyzer Issues	Changing reagents or MPV valves on equipment, Tubing changes and cleanings. Filters changes	Operator/Superintendent
Clarifier pumping issues	Change pumping rates on primary clarifiers, install new check balls, check pumping rates	Operator/Mechanic/Superintendent/Electrician
Assign operator duties	Account for skills & training in each operator. Juggle calendars to ensure that planned—and unexpected—work needs are accomplished.	Superintendent

SECTION 6

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction (What Was Going On?)	Why Was It Necessary?
Superintendent	Planning, meetings, conversations	Discuss daily observations or outliers in the data. Work together to determine a solution to potential problems or do further research if it required. Involved in process discussions, potential project planning.
Vendors	Ordering, coordinating	Ordering product for screw presses or gravity belt. Ordering chemicals for the process control equipment.
Electrician	Project coordination	Any potential electrical issues or loss of power to areas of the plant or specific equipment being worked on. Complete

		work orders with analyzers.
Mechanics	Project coordination, joint efforts	Discuss concerns caught by daily observations. Work with mechanic to perform maintenance.
Operators	Project planning, prioritization, delegation.	Discuss plant issues or concerns. Work together to find solutions to process control issues and problems.

SECTION 7

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a "yes" response if the primary recommendation comes from this position and give a "provides input" response if the recommendation is handled through the "chain of command" in a department.

Area of Action / Responsibility		Yes	No	Provides Input
Screen / Interview Applicants		X		
Hire / Promote Employees				X
Evaluate Performance Of Others				X
Provide Written / Verbal Warnings			X	
Suspend Employees			X	
Terminate Employees			X	
Prepare Work Schedules For Others		X		
Formal Project Management		X		
Provide Work Direction For Others		X		
Counsel Employees (e.g. Guiding/Coaching/Mentoring)				X
Developing Training/Development Plans for Employees				X
Train Employees (As Part Of The Normal Duties Of The Job)		X		
Approving/Assigning Overtime			X	
Approve Time Off Request For Others			X	
Develop / Implement Policies		X		
Do you <u>directly</u> supervise any employees?			X	
If yes, please list the number of FTEs and job titles of those employees below:				

Job Title	# of FTEs
	N/A

SECTION 8

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Please indicate the amount of time typically spent in the following categories throughout the course of a year. Although an explanation is invited for each element, we ask that you provide a brief explanation of those elements marked with an * in the space provided.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Low Frequency	Moderate Frequency	High Frequency
Carrying / Lifting 10 - 25 Pounds			X	
Carrying / Lifting 25 - 50 Pounds		X		
Carrying / Lifting > 50 Pounds *		X		
Sitting			X	
Standing / Walking / Climbing				X
Specific Vision, Hearing, Taste, or Smell Requirements *				X
Squatting / Crouching / Kneeling / Bending				X
Repetitive Hand/Foot Movement *	X			
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Low Frequency	Moderate Frequency	High Frequency
Indoor/Office Work Environment			X	
Outdoor Weather Conditions			X	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) *			X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) *			X	
Irritated or Agitated Individuals *		X		
Hostile or Violent Individuals *		X		
Hazardous Fumes / Odors / Toxic Chemicals *				X
Electrical Hazards *		X		
Confined Spaces (as identified by OSHA) *			X	

	Associate's Degree (or Equivalent)	
X	Bachelor's Degree	Environmental Science, Chemistry, Biology, or related field
	Master's Degree	
	Professional Degree (<i>Juris Doctor</i> , <i>Medicine</i> , etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 12						TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]								
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.	
			X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):								

SECTION 13				CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?			
Wisconsin DNR Advanced Wastewater Operator	Examination and years of formal education/experience.	X				
Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):						

SECTION 14		SUPERVISOR'S CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section		Correction / Addition

SECTION 15	ADDITIONAL SUPERVISOR COMMENTS
Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:	

To BE COMPLETED BY ADMINISTRATIVE DESIGNEE (AS NEEDED)

SECTION 16		SUPERVISOR INFORMATION
Administrative Designee Name		Administrative Designee Title

SECTION 17		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section		Comment / Clarification / Addition

Maintenance Working Foreman

Direct Supervisor: Superintendent - WWTP
Department: Department of Public Works
Version Date: December 1, 2022
Salary Grade: 13 (proposed)
FLSA Status: Non-Exempt



Position Summary:

The purpose of this position is to organize, plan, direct and schedule the Maintenance Mechanics, the Electronics Technician, the Electrician, the Janitor and non-operating operators working at the wastewater treatment plant and pump stations.

Essential Responsibilities:

1. Supervise and Direct the work of the maintenance technicians, the electronics technician, the electrician and the operators not assigned to Operations.
2. Provide inventory control of parts and supplies needed in maintaining the wastewater plant and pump/lift stations.
3. Develop and implement work schedules that result in an efficient and effective maintenance program.
4. Process work orders and maintain records (maintenance management database) and files used to track equipment repair cost and equipment downtime.
5. Investigate and evaluate wastewater treatment plant and pump/lift station equipment for proper operation.
6. Plan, organize, order parts and schedule corrective actions required to correct equipment problems detected during the investigation and evaluation process.
7. Train, assign, and schedule and evaluate employees.
8. Recommend hiring, promotion, demotion and discipline.
9. Perform other work as assigned.
10. Participate in on-call rotation with other maintenance staff.

Education & Experience:

1. Associates Degree from a college or university, with four to five to seven years of maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
2. Possession of or ability to obtain within one (1) year of employment, a Class IV Wastewater Operators Certificate with certification in all subclasses pertinent to the Sheboygan Regional Wastewater Treatment Facility (a, c, e, f, g, i and j) as issued by the Wisconsin Department of Natural Resources.

Qualifications & Skills:

1. Working knowledge of the laws, codes, principles, practices, modern methods and techniques applied to and pertaining to work at a wastewater treatment facility.
2. Working knowledge of office and maintenance work related to the interpretation of plans, specifications, charts, reports, and maintenance manuals as applied to the operation and maintenance of a wastewater treatment plant.
3. Ability to effectively supervise, coordinate and schedule work for employees.

Maintenance Working Foreman

4. Ability to communicate effectively in both written and verbal form.
5. Ability to initiate and complete project assignments from oral and written instructions.
6. Ability to work effectively with co-workers, contractors, and the public.
7. Ability to analyze, interpret, and utilize design data and information from technical studies, reports, engineering diagrams and specifications, state administrative code, computer software manuals, equipment maintenance manuals and other publications.
8. Ability to use various office and maintenance equipment while completing assigned tasks.
9. Ability to work independently and productively with limited supervision.
10. Thorough knowledge of the methods and principles of the operation of pumps, motors, and related wastewater treatment plant equipment.
11. Possess a valid Wisconsin Motor Vehicle Operators license.
12. Basic knowledge of mathematical principles.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

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Department Summary:

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Maintenance Working Foreman

Acknowledgement:

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Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

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SECTION 1			DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City of Sheboygan	
Job Title	Maintenance Working Foreman	Work Location	3333 Lakeshore Drive	
Department	Department of Public Works	Division	Wastewater	
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	N/A	
Supervisor Name	Jordan Skiff	Supervisor Title	Wastewater Treatment Plant Superintendent	

SECTION 2		JOB SUMMARY/PURPOSE	
What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?			
Maintain and repair mechanical, hydraulic, pneumatic and electrical equipment at the wastewater plant and lift stations. Weld, fabricate and machine components to maintain these systems. Prioritize and direct the efforts of maintenance mechanics in these same duties.			

SECTION 3

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.

Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.

Category (Area of Responsibility):	Lubrication and Equipment PM's	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Complete oil changes and PM's on Turblex Blowers, isolation gates, inspect clarifiers, digesters, screens, aeration basins, wet wells etc. Many of these PM's require entry into a confined space. Inspect lift stations and equipment. Troubleshooting and solving process and equipment problems.		
Category (Area of Responsibility):	Maintenance Projects	% of Annual Total Time Spent on Category:	15%
Duties within Category:	Repair concrete floors and structures, repair Clarifier baffles and skimmers, pump replacements at plant and lift stations, and overall general equipment repairs, including fabrication of components and guarding.		
Category (Area of Responsibility):	Working with Contractors	% of Annual Total Time Spent on Category:	25%
Duties within Category:	Cutting concrete bases, clarifier drive installations, cleaning tanks and wet wells, air compressor and boiler troubleshooting etc.		
Category (Area of Responsibility):	On-Call	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Responsible for coming in and correcting critical issues to maintain the operation of the WWTP and lift stations when the plant is unmanned during non-work hours.		
Category (Area of Responsibility):	Work Order System	% of Annual Total Time Spent on Category:	20%
Duties within Category:	Assign work orders, update FLIX (work order software). Complete assigned work and close out work orders when completed. Order necessary parts for project.		
Category (Area of Responsibility):	Prioritize/Dispatch Mechanics' Work	% of Annual Total Time Spent on Category:	20%
Duties within Category:	Establish work priorities with Superintendent; delegate those duties to the mechanics. Oversee safety programs such as confined space inventory, ordering PPE, etc.		
Category (Area of Responsibility):		% of Annual Total Time Spent on Category:	%
Duties within Category:			

SECTION 4

TOOLS, SOFTWARE, & TECHNOLOGY

Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.

MS Word, FIXX, SCADA, MUNIS, Outlook

Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).

Ultrasonic thickness tester, safety retrieval system, belt alignment laser, gas quality samplers, laser level, tachometer etc.

Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc.

Forklift, manlift, electric cart, lawn mower, plow truck, snowblower, electric crane, hand and power tools etc.

SECTION 5

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Job Title(s) of Collaborators and/or Who Reviews
Prioritize & delegate work orders to maintenance mechanics	Track calendars, align skills with duties, implement vision for workflow, communicate	Superintendent, mechanics, staff "customers"
Advise on personnel matters related to maintenance mechanics	Assist with hiring, evaluating, delegating	Superintendent, mechanics
Repairs to Clarifier Skimmers	Re-level and secure baffle, replace wipers and springs, complete final adjustment.	Maintenance, Operators.
Turblex Blower Maintenance and Operation	Complete PM's, train operators to run,	Maintenance, Operators.
Low flow from lift pump	Open pump and inspect the impeller for debris. Clean out, reassemble and put back in service.	Maintenance/Operators/Supervisor

SECTION 6

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction (What Was Going On?)	Why Was It Necessary?
Operator	Troubleshooting equipment during repairs and maintenance.	Understand the equipment to minimize outages and allow for efficient, cost-effective repairs.
Maintenance Mechanics	Share knowledge on all subjects, order parts , maintain FIIX work order system .	To collaborate and dispatch for the most successful outcome.
Supervisors	Locate and price out goods from vendor, place orders , collaborate on upcoming maintenance needs	To procure supplies and complete work orders in a timely manner.
Vendors (equipment deliveries and contractors)	Receive goods from vendors, aid contractors with information and equipment.	To have a successful project.
Electrician	Disconnect electricity for lock out/tag out, or removal.	Safety concern or relocation/replacement.

SECTION 7

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a "yes" response if the primary recommendation comes from this position and give a "provides input" response if the recommendation is handled through the "chain of command" in a department.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees			X
Evaluate Performance Of Others			X
Provide Written / Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others	X		
Formal Project Management			X
Provide Work Direction For Others	X		
Counsel Employees (e.g. Guiding/Coaching/Mentoring)			X

Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) *				X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) *					X
Irritated or Agitated Individuals *				X	
Hostile or Violent Individuals *		X			
Hazardous Fumes / Odors / Toxic Chemicals *					X
Electrical Hazards *				X	
Confined Spaces (as identified by OSHA) *					X
Close Proximity to Moving Machinery / Equipment *					X
Bodily Fluids / Communicable Diseases *					X
Work-Related Travel				X	
Working Alongside Moving Traffic on Roads				X	
Provide Any Additional Information Regarding the Physical Requirements or Work Environment (e.g. description of required vision, hearing, taste, smell; type of work travel; etc.):					

SECTION 9

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

To BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 10

SUPERVISOR INFORMATION

Supervisor Name	Jordan Skiff	Supervisor Title	Wastewater Superintendent
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SECTION 11

EDUCATION REQUIRED FOR HIRE

Level of Education REQUIRED (Select one with an "X")	Field(s) of Study (e.g. Degrees/Concentrations)
Less than High School Education	n/a
High School Education (or Equivalent)	

One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	X
Bachelor's Degree	
Master's Degree	
Professional Degree (<i>Juris Doctor</i> , <i>Medicine</i> , etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Associates degree in mechanical maintenance or equivalent experience.

SECTION 12						TOTAL EXPERIENCE REQUIRED UPON HIRE	
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

General knowledge of pneumatics, mechanical and electrical equipment (2 – 3 years experience) or associates degree in mechanical maintenance.

SECTION 13			CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?	
Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):				

SECTION 14		SUPERVISOR'S CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section		Correction / Addition	

SECTION 15		ADDITIONAL SUPERVISOR COMMENTS	
Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:			
The maintenance staff routinely runs piping, welds components, threads pipe, helps design improvements etc. that help to make plant equipment and facilities reliable and safe. They understand lubrication, fabrication and can assemble more complex components such as gear boxes and pump assemblies. Very little contract maintenance is required to maintain our equipment.			

To Be Completed By ADMINISTRATIVE DESIGNEE (As Needed)

SECTION 16		SUPERVISOR INFORMATION	
Administrative Designee Name		Administrative Designee Title	

SECTION 17		ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS	
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section		Comment / Clarification / Addition	

Network & Process Systems Coordinator

Direct Supervisor: Superintendent - WWTP
Department: Department of Public Works - WWTP
Version Date: December 1, 2022
Salary Grade: 13
FLSA Status: Non-Exempt



Position Summary:

Responsible for a variety of duties including overseeing the operation, maintenance and upgrade of the Sheboygan Regional WWTP computer workstations, servers, Laboratory Information Management software (HachWIMS), Programmable Logic Controllers (PLC), and Supervisory Control and Data Acquisition (SCADA) systems operating in a client/server environment. Also oversee the operation, maintenance, and replacement of electronic and electrical systems, process instrumentation, telemetering instruments and other equipment pertinent to the operation of the Wastewater Treatment Plant. Perform functions to plan and coordinate the maintenance and repair of all electrical, instrumentation, and communications systems; coordinate with related personnel. Collect and analyze data and information as needed to assist in the implementation of projects including assisting in project development, design, preparation and/or review of contract and procurement documents, bidding, construction, and startup.

Essential Responsibilities:

1. Assist in the design, implementation, startup, operation, maintenance, repair and replacement of electrical instruments, equipment, facilities, components, products, and systems for WWTP purposes.
2. Develop, define, and assist with project design, assist with the determination and specification of equipment and materials to be incorporated into projects, determine nature and scope of project needs, make field investigations as necessary to collect data, and establish project parameters.
3. Perform detailed calculations to compute and establish construction and installation standards and specifications.
4. Assist with preparation of specifications for purchase of materials and equipment; locate and contact vendors to establish sources of supply to meet project requirements, prepare purchase requisitions, bid documents, or procurement documents as required.
5. Prepare memos and reports to clearly convey options and recommendations from field investigations.
6. Assist as needed in administration of projects under construction to ensure constructed work conforms to design intent and requirements of contract documents.
7. Direct and coordinate in-house construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and WWTP requirements.
8. Compile data and write reports regarding existing and potential WWTP studies and projects.
9. Assist in developing capital project programs for new equipment and major repairs.
10. Implement and monitor scheduled preventive maintenance activities.
11. Troubleshoot, analyze and diagnose unusual problems and recommend course of repair required.
12. Ensure safe worker conditions and practices and good housekeeping conditions are in place.
13. Coordinate with Supervise and train project team members as necessary.
14. Interact with operations, mechanical, and electrical personnel to determine and define scope and requirements of project.
15. Serve as WWTF liaison with electric utility to coordinate preventative and corrective maintenance and to resolve utility issues.

Network & Process Systems Coordinator

16. On a rotating basis with other maintenance staff, keep Superintendent informed of unusual problems or delays and respond to emergency calls on a 24-hour basis.
17. Responsible for the proper functioning of electronic and electrical monitoring and data acquisition devices and systems, together with the proper function of both automatic and manual sampling devices.
18. Oversee the inspection, maintenance, calibration, and repairs of electronic and electrical monitoring and data acquisition instruments, systems and other equipment.
19. Perform electrical testing and routine electrical repair, including electrical wiring required by plant operations.
20. Inspect, program, and maintain, programmable controllers used at the WWTP and five local lift stations remote locations.
21. Coordinate electrical or electronic maintenance and repair with electrician, operations and mechanical maintenance staff; assist in repairs as required.
22. Responsible for maintaining wastewater plant computer and PLC networks including workstation and network server maintenance. Perform periodic backups of network servers as needed to maintain data integrity.
23. Responsible to implement and oversee a systematic preventative maintenance program for electronic and electrical instruments and equipment, and keep proper recordkeeping of maintenance logs.
24. Ensure that an adequate inventory of components and supplies is maintained and accounted for and initiates the purchase of same.
25. Enforce all applicable codes, safety standards and procedures.
26. Keep accurate records.
27. May supervise the work of others.
28. Perform other duties as assigned.

Education & Experience:

1. Requires a four two-year degree in Electrical or Software Engineering or related technical field.
2. Three years of work experience in SCADA system design and maintenance.
3. A minimum of five years in wastewater treatment plant process operations and maintenance is also required.
4. Three to five Seven or more years of experience in SCADA system design and maintenance, PLC programming and maintenance in a wastewater treatment facility environment may be utilized in lieu of a technical degree.
5. Possess an Advanced Wisconsin Wastewater Operator Certification in all subclasses appropriate for the Sheboygan Regional WWTF, excluding the laboratory subclass.

Network & Process Systems Coordinator

Qualifications & Skills:

1. Considerable knowledge of wastewater treatment plant processes and associated equipment.
2. Proficiency in Microsoft Office Suite required and experience with AutoCAD and HachWIMS is a plus.
3. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
4. Thorough knowledge of electronic and electrical monitoring devices and systems. The ability to calibrate, maintain, troubleshoot and repair such devices.
5. Thorough knowledge of industrial communication protocols, especially TCP/IP protocol, as well as, Microsoft operating systems and networking architecture for troubleshooting and maintaining plant computers and networks and remote telemetry.
6. Experience with Rockwell hardware and software products such as: Controllogix and MicroLogix PLCs, PowerFlex drives, Panel views, RSLogix5000, Factory Talk View Studio ME.
7. Experience with both the theory and practical aspects of wastewater facility operations.
8. Ability to understand and follow oral or written instructions and the ability to comprehend engineering drawings and specifications, schematics, P&ID's, shop drawings, and sketches, and to work from these documents.
9. The ability to perform troubleshooting of electrical and electronic systems and circuits and use all applicable software as they relate to and are used at the WWTP and remote sites.
10. Thorough knowledge of work hazards and safety procedures.
11. Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.
12. Basic knowledge of mathematical principles
13. Ability to act, make decisions, and justify action based on rational thought and good judgement.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Department Summary:

At the Department of Public Works, we strive to provide a professional Public Works organization that will offer quality infrastructure and services in a sustainable way that will contribute to making Sheboygan a desirable place to work, live, and play. Our mission is to improve the quality of life by effectively developing, maintaining, and improving the infrastructure, natural resources, and community services.

Department of Public Works Goals

- Provide quality infrastructure that conveys safe, efficient delivery of essential goods and services.
- Provide clean and beautiful public spaces that maximize the natural environment to enhance the overall quality of life.
- Deliver professional-quality public service with a friendly and welcoming atmosphere.

Network & Process Systems Coordinator

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

JOB DESCRIPTION QUESTIONNAIRE

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are a regular and ongoing part of the job, under typical conditions, and not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1				DEMOGRAPHIC INFORMATION	
Employee Name	vacant	Employer Name	City of Sheboygan		
Job Title	Network & Process Systems Coordinator	Work Location	Wastewater		
Department	DPW	Division			
Full-Time / Part-Time	FT	Part-Time (Hrs per Wk)			
Supervisor Name	Jordan Skiff	Supervisor Title	Superintendent		
SECTION 2					
JOB SUMMARY/PURPOSE					

What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?

Maintain & update Plant Distributed Control System (DCS), associated communications networks, SCADA and data collection systems.

SECTION 3	DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES
Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.	
Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.	

Category (Area of Responsibility):	Programming (DCS, SCADA)	% of Annual Total Time Spent on Category:	30%
Duties within Category:	Programming Allen Bradley PLC's, SCADA software, data reporting software, HMI programming, VFD & MVSS programming.		
Category (Area of Responsibility):	Automation Project design, planning, ordering.	% of Annual Total Time Spent on Category:	30%
Duties within Category:	Manage internal control system projects, system design, create control panel drawings, specify associated hardware. Install and commission instrumentation. Read schematics.		
Category (Area of Responsibility):	Server Maintenance & Upgrades	% of Annual Total Time Spent on Category:	5%
Duties within Category:	Server hardware/software configuration, OS updates installation, virtualization.		
Category (Area of Responsibility):	Network Maintenance & Upgrades	% of Annual Total Time Spent on Category:	5%
Duties within Category:	Network topology & architecture planning and implementation. Configure network routers and switches and access points. Troubleshoot issues.		
Category (Area of Responsibility):	Client Maintenance & Upgrade	% of Annual Total Time Spent on Category:	5%
Duties within Category:	SCADA Client computer and office PC installation, configuration and updates.		
Category (Area of Responsibility):	Support Automation & Electrical Functions	% of Annual Total Time Spent on Category:	25%
Duties within Category:	Order parts and supplies. Assist in budget preparation. Manage assets in EAM/CMMS.		
SECTION 4			
TOOLS, SOFTWARE, & TECHNOLOGY			
Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.			
Rockwell Studio 5000, HachWIMS, MS Office, MUNIS, GeoSCADA, Smartsheet (Scheduling), Fixx (CCMMS), AutoCAD			
Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).			
Volt Ohm Meter (Digital Multimeter), Ammeter, Network routers - VPN, managed network switches, VFD interfaces, Online instrumentation, iPad/tablet.			
Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc.			
Thorough knowledge of any machinery that is controlled by the DCS.			

SECTION 5

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Job Title(s) of Collaborators and/or Who Reviews
Troubleshooting SCADA, PLC programs, etc.	Enlist tech support. Follow good troubleshooting process	Electrician, Support Technician (remote)
Scheduling conflicts	Ability to respond to unplanned events and sudden changes	Electrician, Superintendent, Maintenance Supervisor
Process system not working	Find solutions and work arounds for operators	Operators, Managers
Need custom fab work from shop	Enlist Maintenance Mechanic	Maintenance Mechanics & Supervisor
Programming updates	Meet with customer to exchange ideas and define goals	All customers

SECTION 6

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction (What Was Going On?)	Why Was It Necessary?
Superintendent	Discuss goals and methods and DCS	Reinforce mission goals
Electrician	Discuss and plan projects	Coordinate on projects and align goals
Maintenance Mechanics & Supervisor	Request help with project	Need mechanical work done, welding, fabrication, pipe, etc
Operator	Plant alarms, input on system functions	Make plant systems perform better, improve ease of use.
Lab Tech/Pretreatment Coord.	Programming requests, data issues	Program/troubleshoot HachWIMS data reporting software

SECTION 7

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a "yes" response if the primary recommendation comes from this position and give a "provides input" response if the recommendation is handled through the "chain of command" in a department.

Screen / Interview Applicants	Area of Action / Responsibility		Provides Input
	Yes	No	
			X

© Job Description Questionnaire (JDQ)

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(Revised 01/2020)

Hire / Promote Employees				X	
Evaluate Performance Of Others				X	
Provide Written / Verbal Warnings				X	
Suspend Employees				X	
Terminate Employees				X	
Prepare Work Schedules For Others				X	
Formal Project Management					X
Provide Work Direction For Others					X
Counsel Employees (e.g. Guiding/Coaching/Mentoring)				X	
Developing Training/Development Plans for Employees				X	
Train Employees (As Part Of The Normal Duties Of The Job)		X			
Approving/Assigning Overtime				X	
Approve Time Off Request For Others				X	
Develop / Implement Policies					X
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>				X	
				# of FTEs	
N/A				0	

SECTION 8

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Please indicate the amount of time typically spent in the following categories throughout the course of a year. Although an explanation is invited for each element, we ask that you provide a brief explanation of those elements marked with an * in the space provided.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Low Frequency	Moderate Frequency	High Frequency
Carrying / Lifting 10 - 25 Pounds				X
Carrying / Lifting 25 - 50 Pounds			X	
Carrying / Lifting > 50 Pounds *	X			
Sitting			X	

Standing / Walking / Climbing				X		
Specific Vision, Hearing, Taste, or Smell Requirements *		X				
Squatting / Crouching / Kneeling / Bending				X		
Repetitive Hand/Foot Movement *		X				
Pushing / Pulling / Reaching Above Shoulder		X				
Work Environment		N/A				
Indoor/Office Work Environment						
Outdoor Weather Conditions				X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) *				X		
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) *				X		
Irritated or Agitated Individuals *		X				
Hostile or Violent Individuals *		X				
Hazardous Fumes / Odors / Toxic Chemicals *				X		
Electrical Hazards *					X	
Confined Spaces (as identified by OSHA) *				X		
Close Proximity to Moving Machinery / Equipment *					X	
Bodily Fluids / Communicable Diseases *				X		
Work-Related Travel				X		
Working Alongside Moving Traffic on Roads		X				
Provide Any Additional Information Regarding the Physical Requirements or Work Environment (e.g. description of required vision, hearing, taste, smell; type of work travel; etc.):						

SECTION 9

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 10

SUPERVISOR INFORMATION

Supervisor Name	Jordan Skiff	Supervisor Title	WWTP Superintendent
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SECTION 11

EDUCATION REQUIRED FOR HIRE

Level of Education REQUIRED
(Select one with an "X")

Field(s) of Study (e.g. Degrees/Concentrations)

n/a

Less than High School Education

High School Education (or Equivalent)

One Year Certificate (or Equivalent)

Associate's Degree (or Equivalent)

X

Bachelor's Degree

Master's Degree

Professional Degree (*Juris Doctor*, Medicine, etc.)

PhD w/ Dissertation

Other:

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Work with controls, instrumentation and distributive control interface (SCADA)

SECTION 12

TOTAL EXPERIENCE REQUIRED UPON HIRE

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
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Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

3-5 years DCS work and programming. 3-5 years PLC programming.

SECTION 13

CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required	May Obtain
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		Upon Hire?	After Hire?
Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
SECTION 14 SUPERVISOR'S CORRECTIONS / ADDITIONS In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Correction / Addition		
SECTION 15 ADDITIONAL SUPERVISOR COMMENTS Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly: This position designs and programs all of the PLC control logic for the plant and documents it on AutoCAD. This position also has input into electrical system modifications and works with the electrician to ensure electrical system reliability. This includes the installation of variable frequency drives (VFD's), as well as working with outside electrical consultants to help solve problems and complete major projects.			
To BE COMPLETED BY ADMINISTRATIVE DESIGNEE (AS NEEDED)			
SECTION 16 SUPERVISOR INFORMATION			
Administrative Designee Name	Administrative Designee Title		
SECTION 17 ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.			
JDQ Section	Comment / Clarification / Addition		

