

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 part of the job under typical conditions, 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		Employer Name	City Watertown
Job Title	Wastewater Maintenance and Facilities Foreman	Work Location	800 Hoffmann Drive Watertown, Wisconsin
Department	Wastewater Utility	Division	Wastewater
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Supervisor Name	Peter Hartz	Supervisor Title	Water Systems Manager

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.*) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Coordinates and participates in the 24-hours a day/7-days a week/365-days a year emergency on call schedule including holidays, & weekends.	D / N	
<u>Maintenance responsibilities include:</u> Coordination and supervision of all scheduled and unscheduled maintenance and repairs of the process equipment (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.) fleet vehicles (pickup trucks, crane truck, sewer jet/vac truck, television truck, skid steer), generators, portable pumps, tools (power and hand), supporting special equipment (overhead cranes, trailers, rodding machine, welder, HVAC system, confined space entry equipment), all electrical power distribution and instrumentation control systems and in place, and all buildings and grounds at the wastewater treatment plant complex, which also includes the pumps and controls for the 18 sanitary sewer collection system lift stations. Performs welding (mig, torch, stick, tig, plasma), pipe fitting, tool & die work (lathe, milling, drilling), and metal fabrication utilizing dies, presses, and rollers. Training of co-workers and other staff for the above listed responsibilities. Included with this is also the daily supervision of the other maintenance operators on their various job assignments.	D	65
<u>Asset management responsibilities include:</u> Review, update and keeper of operational and maintenance (O&M) manuals for all equipment, development (creation of), closure of all work orders and procedures for equipment including electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the asset management program Fiix. Training of co-workers and other staff of the above listed responsibilities.	D	10
<u>Training Coordination:</u> reviews, updates, and oversight with the wastewater utility safety program. This includes electronic and paper copies for the following: The Control of Hazardous Energy (lock out tag out) (175 total Hazard Energy procedures), bloodborne pathogens, confined space entry, electrical safety, emergency action & fire prevention, excavation, hazard communication, hearing conservation, safety data sheets (chemicals on-site), and personal protective equipment.	Q	10
Performs routine wastewater plant operations which includes collecting and preserving samples, laboratory analysis and testing, plant process analysis and operational adjustments and use of the SCADA control system.	M / N	2.5
Performs routine lift station operational checks, programming, cleaning, and maintenance scheduling.	W	2.5

Provides the primary back-up operation of the customized sanitary sewer camera equipment and truck, sewer high pressure jetter and hydro-vac truck, sewer rodder machine, and electronic locating equipment.	N	2.5
Coordinates snow removal and all associated equipment maintenance required for that equipment.	N	2.5
Assist with plant operator and other co-workers when needed for back-up and scheduling conflicts.	N	2.5
An understanding of the traffic control and use of hand signals to direct equipment operator in digging around utilities. Setup and maintain safe construction work zones and direct traffic.	N	2
Up to date knowledge of technology used including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, GIS mapping database, and much more that can't adequately be listed.	D	.5

SECTION 3	TOOLS AND TECHNOLOGY
Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:	
Responsible for the scheduled and unscheduled maintenance to all heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex sewer system mapping interpretation which includes elevations and flow pattern readings. Infrastructure Technologies pipe software is in use for electronic recording of the sanitary sewer pipe video inspections – this integrates into the GIS mapping platform. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment – there are too many different electrical components (old and obsolete and new) to list.	

SECTION 4		JUDGMENTS / DECISION-MAKING	
Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.			
Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determination of how and when plant equipment is in need of repair or replacement.	Research and understand the equipment life cycles to schedule proactively instead of reactively however, in this field you need to plan for the unexpected with a back up to the back up plan. Costs to repair vs costs to replace are evaluated.	Equipment operation and repair manuals, equipment sales representatives, internet searches, networking with other wastewater people.	Assistant Manager / Manager
Determination of preventative	Research and understand the equipment life	Asset management	Assistant Manager / Manager

maintenance procedures and schedules for plant equipment maintenance and or replacement.	cycles to schedule proactively instead of reactively however, in this field you need to plan for the unexpected with a back up to the back up plan. Costs to repair vs costs to replace are evaluated.	software system.	
Adjusting set points and controls of the process equipment (levels, timers, pump speed, process intervals, equipment rotations)	Research and understanding of the plant process and equipment cycles needed to adjust as needed in real time.	Equipment operation and control manuals, visual, smell, hearing, lab testing results, on the job experience	Assistant Manager / Manager
Ability to apply situational reasoning	Exercise judgment, decisiveness and creativity in situations involving the evaluation of information and sensory criteria.	On the job experience, common sense, co-workers, human brain	Assistant Manager / Manager
Ability to evaluate laboratory testing results and apply to plant process equipment as needed for performance of operations.	Research and understanding of the plant process and equipment cycles needed to adjust as needed in real time.	On the job experience, common sense, co-workers, human brain	Assistant Manager / Manager
Working with general public	Communication of responsibility with property and equipment	People skills	Assistant Manager / Manager
Inter-crew discipline issues	Communication and direction	People skills	Assistant Manager / Manager
Sewer system and collections lift station systems failure / or sewer back-ups	Review maps and communicate with other departments to isolate problem	People skills / communication with co-workers / electronic devices	Assistant Manager / Manager

SECTION 5

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	Why Was It Necessary?
Plant maintenance operators	Verbal in person and over phone or CB radio.	To communicate daily assignments and other issues that arise daily that changes the planned schedule of daily duties.
Plant operator	Verbal in person and over phone or CB radio.	To communicate issues that may affect plant performance or scheduling of daily duties.

Wastewater Collections crew leader	Verbal in person and over phone or CB radio.	To communicate issues with equipment or collections operations that affect this person's daily duties.
Laboratory manager	Verbal in person and over phone or CB radio.	To communicate issues that may affect plant performance or scheduling of daily duties.
Manager and Assistant Manager	Verbal in person and over phone or CB radio.	To communicate status of equipment and staffing assignments or issues in buildings and process conditions so as to keep everyone in the loop on status of all that goes along with the maintenance of assets.
City Watertown Streets Dept. & Maintenance Personnel	Verbal in person and over phone or CB radio.	Notify and/or work with this division on necessary repairs to storm and sanitary facilities affected by sewer main repairs.
Engineering & GIS	Verbal in person and over phone or CB radio.	Work with technicians on pipe elevations, curb & gutter and sidewalk grades, sanitary lateral record data, ArcGIS record information
Contractors	Verbal in person and over phone or CB radio.	Provide support and assistance when private contractor is working on repairs or installation of equipment or has problem with any sewer facility matter of importance.
Plumbers	Verbal in person and over phone or CB radio.	Communication for services / homeowner problems
General public	Verbal in person and over phone or CB radio.	Notification of disruption to sewer lift stations, sewer service during a blockage / break or scheduled utility repair.
Water Billing Clerk / Personnel	Verbal in person and over phone or CB radio.	Prepare and assist annual inventory

SECTION 6		SUPERVISION / MANAGEMENT		
Please indicate the type of responsibility you have as it pertains to leading others.				
Area of Action / Responsibility		Yes	No	Provides Input
Screen / Interview Applicants (screening applicants with manager and supervisor)				X
Hire / Promote Employees			X	
Provide Written/Verbal Warnings (on the active job site safety concern or violation)		X		
Suspend Employees			X	

Terminate Employees		X	
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others			X
Counsel Employees			X
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees?	X		
Job Title	# of FTEs		
Maintenance operator(s) Now one for wastewater and one for water	2		

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds			X	
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X

Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals			X	
Confined Spaces (as identified by OSHA)			X	
Close Proximity to Moving Machinery / Equipment				X
Bodily Fluids / Communicable Diseases (this person is exposed to raw sanitary sewer on a daily basis as part of this job)				X
Working Alongside Moving Traffic on Roads			X	
Electrical Hazards				X

SECTION 8	ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:	
<p>Maintaining the wastewater treatment plant, collection system, and lift stations and all the associated equipment to peak performance and readiness so that the city complies with state issued permits and protects citizens from any dangers from failures to our systems. Operate the plant and do testing of wastewater on assigned weekends and holidays to comply with governmental standards. The Wastewater Maintenance and Facilities Foreman oversees the job site and direction of the other maintenance operators. This employee displays a high level of workmanship and pride in minimizing interruptions and inconveniences to the business, industry, and citizens of the City Watertown.</p> <p>This position has all plant process equipment, lift stations, mechanical equipment, and structural parts of the plant. The degree of accountability to have a correct preventative maintenance program / procedures and timely/ appropriate repairs to equipment has a direct impact on our plant effluent, permit, and public health. The responsibility of this position to achieve this is carried out independently under general direction of the Water Systems Manager Wastewater.</p> <p>This position has a widely varied workload involving many multifaceted and substantial variables, requiring analytical ability and inductive thinking in adapting policies, techniques, and methods to fit unusual and complex situations. The work environment has several unpleasant elements that are regularly present and objectionable. It contains exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness, or loss of life. The wastewater maintenance and facilities foreman needs to use interpret and/or create technical manuals, sewer and water distribution maps, mechanical drawings, architectural drawings, and electrical drawings. To have a working knowledge to operate welding equipment (mig, torch, stick, tig, plasma), tool & die equipment (lathe, milling, drilling), fabrication equipment (dies, press, rollers), collection system equipment (jet/vac, rodder, TV inspection), wastewater process equipment (pumps, boilers, blowers, screens, clarifiers, mixers, centrifuge, UV disinfection), Electrical (Programmable logic control (PLC's), variable frequency drives (VFD's), relay logic), vehicles (minivan to heavy trucks) and heavy equipment, generators, and portable engine driven pumps. To have the knowledge to use computers and human interfaces to retrieve and enter data in software and equipment i.e. standard office software, plant SCADA (supervisory control and data acquisition), lift station SCADA, Fiix asset management, Metasys HVAC (heating, ventilation, air conditioning) control, PLC's, VFD's, and manufacturer's specific control panels. To have the ability and the knowledge to do plant operations, to analyze data, to perform lab analysis, to do mathematical problems and to utilize the results using standardized methods and apply them to plant processes.</p>	

Physical Demands: Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

Judgment and Situational Reasoning Ability: Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of specialized process equipment and controls only used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- Rotating on call 24/7/365 with crew and other staff in Wastewater Dept.
- Common sense / detail orientated.
- Ability to work under extreme conditions with accuracy.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Peter A. Hartz	Supervisor Title	Water Systems Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")		Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	X
	Associate's Degree (or Equivalent)	X
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	X
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Training required - electrical repair and print reading, NFPA 70E arc flash, confined space entry, welding and fabrication, machine shop/tool and die, computer, mechanical repair, wastewater operations, and wastewater lab analysis Licenses required - Class "B" Commercial Driver License with endorsements is required CPR/first aid, and forklift operator. Wisconsin Department of Natural Resources wastewater operator certifications are desired or may be required at the discretion of the manager.		

SECTION 11						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):							
Five years of heavy equipment experience 2 of which were in a supervisory capacity preferred and/or required.							

SECTION 12		CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Commercial Driver's License	Wisconsin DOT written and road test	No	Yes (6 months)
Confined Space Entry certificate	OSHA approved in person training	No	Yes (6 months)
Electrical repair training / arc flash training	OSHA approved in person training	No	Yes (1 year)
Forklift operator certification	OSHA approved in person training	No	Yes (1 year)
First Aid and CPR certification	OSHA approved in person training	No	Yes (1 year)
Advanced Wastewater Operator Certification Subclasses: A1, B, C, P, D, and SS	Written exam, experience, and education	No	Yes
Continuing education – 18 hours – every three years	State approved training classes	No	Yes
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
According to Wisconsin State Statutes §281.17 - Water quality and quantity; specific regulations, and Wisconsin Administrative Codes NR 114; Certification Requirements for Waterworks, Wastewater Treatment Plant, Septage Servicing And Water System Operators. This code lists the required grades for the operation of wastewater treatment plant in NR 114.13 - Operator-in-charge designation, NR 114.28 – Definitions (manager not to be operator-in-charge), NR 114.22 - Certificate renewals, and NR 114.23 - Continuing education and training requirements. This pertains to the Wastewater Maintenance and Facilities Foreman certification grade requirement. Employer pays for exam and continuing education which is required per Wisconsin Administrative Code(s) NR 114.10, NR 114.12, NR 114.13, NR 114.23, & NR 114.28.			

SECTION 13	SUPERVISOR'S 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
	<p><i>This job is now being proposed to include oversight of the maintenance needs for the water utility in addition to all the wastewater facility needs. This will include the following new assets, in addition to supervising the water operator 1; 9 well pumping stations, 3 drinking water treatment plants which include all the preliminary filter treatment equipment, post filter treatment equipment, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, etc.) This position exercises considerable independence of judgment for the water system planning, scheduling, and operations of the Watertown Waters 3 Utility treatment plants and source water pumping system to ensuring the safe and efficient operation of the facilities to ensure proper operation of a safe drinking water supply system in accordance with State and Federal standards. This also will include oversight and responsibility for the scheduled and unscheduled maintenance to all heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery owned by the water utility.</i></p> <p>Would also need to Obtain and maintain a Wisconsin Department of Natural Resources Waterworks Operator Certification Subclasses: Groundwater (G), Distribution (D), & Iron Removal (I). Wisconsin Department of Safety and Professional Services Cross Connection Control Device Tester certification, and a commercial driver's license as needed or if requested by the Water Systems Manager.</p>

To BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14	SUPERVISOR INFORMATION
Administrative Designee Name	Administrative Designee Title

SECTION 15	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
