

# CITY OF WATERTOWN - POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE: September 3, 2020**

**Title:** Wastewater Maintenance & Facilities Foreman      **Department:** Wastewater Utility  
**Pay Grade:** Grade M      **FLSA Status:** Non-Exempt

## **General Summary:**

Responsible for 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. 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.

This position oversees the functionality of 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.

## **Reporting Responsibility :**

The responsibility of this position to achieve this is carried out independently under general direction of the Water Systems Manager Wastewater. Tasks require the exercise of unlimited independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation.

## **Specific Accountabilities:**

- **Maintenance responsibilities include:** 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 job assignments.
- **Asset management responsibilities include:** 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.

- **Training Coordination:** 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.
- 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.
- Coordinates and participates in the 24-hours a day/7-days a week/365-days a year emergency on call schedule including holidays, & weekends.
- Performs routine lift station operational checks, programming, cleaning, and maintenance scheduling.
- 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.
- Coordinates snow removal and all associated equipment maintenance required for that equipment.
- Assist with plant operator and other co-workers when needed for back-up and scheduling conflicts.
- 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.
- 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.

### **Tools and Technology:**

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.

### **Knowledge, Skills, Judgment and Situational Reasoning Ability:**

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.

- Ability to use interpret and/or create technical manuals, sewer and water distribution maps, mechanical drawings, architectural drawings, and electrical drawings.
- 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.

- 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.
- Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution.
- 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.

**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.

**License / Training:**

- State of Wisconsin; Regular Driver License, and a Class "B" Commercial Driver License.
- Wisconsin Department of Natural Resources Advanced Wastewater Operator Certification  
Subclasses: A1, B, C, P, D, and SS
- WDNR Continuing education – 18 hours – every three years
- Confined Space Entry certificate
- Forklift operator certification
- First Aid and CPR certification
- Electrical repair and print reading
- NFPA 70E arc flash
- Welding and fabrication, machine shop/tool and die