

**CITY OF COMMERCE  
JOB DESCRIPTION  
UTILITY PLANT FOREMAN – WATER PLANT**

**Department:** Public Utilities      **Reports to:** Director of Public Utilities

**Class Number:** 03      **Date:** October 1, 1997      **Revised:** August 15, 2005

**JOB SUMMARY**

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal water treatment systems. Exercises supervision over assigned treatment plant operators.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Operates and maintains the water treatment plant to control flow and processing of water in order to meet NPDES or other local, state or Federal regulations.
2. Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water treatment service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
3. Supervises the installation, maintenance and repair of electrical systems for the water treatment system.
4. Oversees the analysis of water, sludge, and effluent samples to provide data for the efficient operation of water treatment plant.
5. Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water treatment facilities.
6. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water treatment systems and other department facilities.
7. Inspects and supervises the repair of water quality equipment, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly.
8. Requisitions needed supplies for the department and maintains a variety of records relating to

personnel, equipment, supplies, water treatment and reports.

9. Advises Director and other city officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding water treatment problems and services.
10. Supervises, instructs and assists assigned crews in water treatment activities.
11. Responds to complaints regarding water treatment failures or other problems; evaluates situation, determines if liability lies with the city.
12. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
13. Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other City supervisors.
14. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water treatment systems and other department facilities to insure that all equipment is in proper working order.
15. Analyzes annual operating costs and makes recommendations for department budget.
16. Assists in the design and installation of new water treatment lines, pumps, plants or related systems and facilities.
17. Participates in short and long-term planning of capital improvement projects.
18. Monitors pretreatment users to assure compliance with discharge requirements.
19. Enforces rules, regulations, policies and procedures relating to the operation of the water utility system.

### **PERIPHERAL DUTIES**

Operates a variety of power construction and maintenance equipment used in the department.

Serves on various employee or other committees as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from a four-year college or university with a degree in environmental science, public health, civil engineering, public administration or a closely related field; and

- one (1) year supervisory experience in water distribution or treatment systems; or
- (B) Five (5) years of experience relating to the construction, repair and maintenance of water treatment systems including the operation of related maintenance equipment, and one (1) years supervisory experience; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in water treatment systems; Considerable knowledge of water treatment plant operation and maintenance.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

**SPECIAL REQUIREMENTS**

Must have a valid drivers license or the ability to obtain by date of hire. Must have "C" Certification as Water Treatment Plant Operator by date of hire. "B" Certification will be required within one year of hire.

**TOOLS AND EQUIPMENT USED**

Detection devices, mobile radio, phone, personal computer including word-processing and other software, copy and fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves standing, talking, hearing, using hands to finger, handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must frequently push, pull, lift and/or carry up to 10 pounds and occasionally push, pull, lift and/or carry up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an "at will" employer. 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.

I have been furnished a copy of this job description.

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Signature

Date