

OPERATIONS FOREMAN

DEPARTMENT: Operations

REPORTS TO: Chief Operator

SUPERVISES: Operators and Relief Operator

GENERAL DESCRIPTION OF POSITION:

Responsible for ensuring proper and efficient operation of the main plant, excess flow facility, wet weather retention facility, biosolids facility, and lift stations; and for ensuring that the operating personnel are working efficiently and productively.

QUALIFICATIONS AND JOB REQUIREMENTS:

The position requires an associates degree in a technical field and a minimum of three years of supervisory experience in plant operations. Lack of a post high school education or supervisory experience can be offset by additional operating experience. Experience with a computerized control system is required. Must have ability to work with people and direct a work force. Must be able to respond to emergency situations 24 hours per day, 7 days per week.

TYPICAL DUTIES:

1. Supervise the plant operators and the relief operator in the performance of their duties.
2. Assist operators with routine operating problems and high flows.
3. Calibrate and maintain basic process control type instruments and meters as directed by the Chief Operator.
4. Prepare and review operating records, computer data, and laboratory results on a daily basis.
5. Provide instruction and training of operators and relief operator as needed for existing, new, or modified operating procedures. Conduct monthly safety meetings as directed by the Chief Operator.
6. Maintain a log of operating problems and coordinate routine maintenance and repairs with the Maintenance Foreman.
7. Maintain an inventory of routine chemicals and operating supplies.
8. Coordinate operator work schedules and maintain time-keeping records.

9. Maintain a program for exercising idle equipment, valves and gates. Maintain the condition of off-line tanks.
10. Read and interpret equipment manuals to determine proper operational procedures.

ENVIRONMENT:

Works in the operating treatment plant with its related hazards. Must be able to inspect plant equipment and make evaluations. Works with a minimal amount of direct supervision.

As a public employee in a position of major responsibility, the individual is expected to display the appropriate public conduct.

DISCLAIMER:

This position description is intended as a guide and does not constitute an employment contract or provide the assurance of continued employment. The position is at the will of the District management and Board of Trustees.

Send Inquiry to:

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