WATER RECLAMATION FACILITY FOREMAN

POSITION SUMMARY

This position is responsible for inspecting and performing complex operations, maintenance, and repair activities in and on Public Works infrastructure and equipment in a Water Reclamation Facility.

RESPONSIBILITIES

Essential Duties:

- Serves as a Lead Operator by instructing workers in safety procedures and operational policies.
- Facilitate rounds through the WRF buildings and grounds area. Perform inspections at each building.
- Collect process control samples from the Integrated Fixed-Film Activated Sludge structure and interpret analytical results.
- Maintain water reclamation facility (WRF) assets through the use of Computer Maintenance Software
- Collect compliance samples in accordance with North Dakota Discharge Elimination System (NDPDES) permit and ship to compliance certified laboratory.
- Perform preventative maintenance of WRF equipment and assets. Lead with major equipment maintenance and repair as assigned.
- Must have thorough knowledge of the Clean Water Act (CWA)
- Perform on-call duties as assigned.
- Perform other duties as required.

Knowledge, Skills, and Abilities

- Intermediate mechanical, plumbing, and electrical repair and diagnosis.
- Reading and understanding maps and regulations/policies.
- Filling out required records.
- Ability to make observations and make corresponding operational changes if needed.
- Reading and intermediate understanding of environmental compliance requirements.
- Operation and maintenance of equipment, tools, machinery, and systems relating to water reclamation facility.
- Using a variety of office equipment including computers and related software applications.

Judgment/Decision Making:

- Perform duties within scope of general city policies, procedures, and objectives.
- Regularly use independent judgment to analyze problems and adapt guidelines to achieve desired results. Exceptions to policies or procedures must be referred to supervisor.
- Make recommendations on departmental and city policies, procedures, and practices.
- Decisions must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

Leadership:

- Oversees Water Reclamation Facility personnel in daily operations.

- Confers with Supervisor about human resource issues, such as hiring, training, and disciplinary issues.

Relations to Others:
- Position requires occasional contact with other City employees and the public.
- Requires moderate communication skills to ensure citizen requests are understood, documented, and addressed as necessary.
- Entrusted with sensitive information relating to employees and/or City policies or functions;
- Communications are generally one-on-one, but may occasionally involve a small group of people.

SKILLS:

Education and Experience:
- High School Diploma or General Equivalency Degree (GED).
- Three years of experience in a Water Reclamation Facility Operator position.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:
- Valid North Dakota Class A Commercial Driver's License with airbrakes and tanker endorsement.
- Class II Wastewater Treatment System Operator Certification.
- North Dakota Department of Health pH Certification within 6 months of hire.

WORKING CONDITIONS

Working Environment:
- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 15 (PW-15)
FLSA: Non-Exempt
Created and updated to new format: 2/28/13

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Update by: Director Zuroff and Utilities Manager Stack 12/23/2020 (separate from Water Utilities Operator); 2023 Budget change – Tile change; from grade 13 to 14 – approve 3/72023, 1/17/2025 - Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.