



## **Water Production/Maintenance Foreman**

### **GENERAL OVERVIEW OF POSITION:**

The Water Production/Maintenance Foreman performs all duties relating to the maintenance of the Water Treatment Plant. The duties shall include work on the MPU system, as well as other operation and maintenance contracts, including but not limited to the Central Brown County Water Authority. This is a working position that assists in the direction, supervision, training, performance, and coordination of the operation and maintenance of the water treatment plant. This position includes physical labor in all weather, and the use of tools and equipment for day-to-day duties. Direct supervision will be by the Water Production Superintendent. This is a non-exempt position.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (Illustrative only):**

- Assumes the responsibility of the Water Production Superintendent in his absence or assists as required;
- Assists in developing standard methods and procedures including safety aspects for operators to follow in all stages of water production maintenance;
- Develops standard methods and perform training of new employees for water production maintenance;
- Coordinates and recommends operational changes regarding the maintenance of the water production facilities, emphasizing on effectiveness and efficiency;
- Schedules, supervises and works on the maintenance and repair of water production facilities, equipment, and appurtenances;
- Coordinates and works with Contractors in the completion of water production maintenance; reviews and approves associated invoices;
- Utilizes the computerized maintenance software to schedule and archive maintenance and repair information;
- Conducts preventative maintenance of pumps, valves, actuators and other equipment to ensure proper operation;
- Conducts preventative maintenance of on-line instrumentation and chemical feed systems;
- Enters confined spaces and handles hazardous materials while following safety procedures and protocols;
- Participates in project team meetings for facility and equipment upgrades;
- Responds to, troubleshoots, and corrects emergent maintenance issues;
- Requests quotes and orders materials and supplies required for the maintenance of the water treatment facilities and equipment;
- Collects water quality samples and performs lab work when required, helps train new personnel in laboratory procedures;
- Participates in a rotating on-call and responds to emergency calls as required;
- Assists in the completion of schedules, time cards, record keeping and reports;
- Assists Water Production Superintendent in employee evaluations and

- engagement;
- Assists Water Distribution and Metering as assigned;
- Assists with the evaluation of employees;
- Performs related work as assigned or required.

*(Note: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification.)*

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- A two-year associate degree, in the water field is preferred;
- Wisconsin Department of Natural Resources Class S, G, and D certificate is required;
- Minimum experience is five years. Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of water utility principles, practices, codes and requirements;
- Working knowledge of SCADA, GIS, computers and associated equipment;
- Strong mechanical and electrical aptitude. Thorough familiarity with all facets of water production operation and maintenance, including knowledge of the laboratory analysis, water distribution construction and maintenance, and water meter and service;
- Ability to administer sound judgment and maintain effective working relationships with employees, contractors and the general public;
- Must exhibit leadership and have the ability to make sound decisions as required;
- Ability to lead, train, and supervise the work of others;
- Requires organization to maintain accurate and complete records;
- Must be able to function well under emergency conditions, particularly during inclement weather.

**PHYSICAL REQUIREMENTS:**

- Ability to perform demanding physical tasks at times such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (up to 50 lb.) items;
- Ability to operate complex gasoline, electric or diesel-powered machinery or shop equipment requiring manipulation of multiple controls, fine adjustments or both.

**ENVIRONMENTAL REQUIREMENTS:**

- Exposure to adverse environmental conditions

**SENSORY REQUIREMENTS:**

- Color, sound, odor, depth, hearing and visual perception and discrimination;
- Good oral communication ability.

**OTHER REQUIREMENTS:**

- Possession of a valid driver's license and a good driving record;
- Required to be on-call rotation;
- May be required to use personal vehicle for use on the job;
- May be required to work Water Plant shift.

**Revised and accepted on: September 21, 2020**

