

WASTEWATER COLLECTIONS FOREMAN

Job Summary:

This position is an advanced level supervisory, administrative, technical and scheduling position responsible for scheduling work activities and personnel assignments on a daily basis and performs technical and supervisory work in the day to day management of the work in the Wastewater Department collection system and lift stations under the general direction of the Wastewater Superintendent. Completes Operator of Record requirements for the collection system.

Distinguishing Features of the Job:

The employee in this position plans, organizes, administers, reviews and evaluates the work of the subordinate department personnel on a daily basis. This employee works independently under the supervision of the Wastewater Superintendent and reports directly to the Wastewater Superintendent. This is a full-time management position that requires significant independence, initiative and discretion with established guidelines. The Wastewater Collections Foreman is responsible for day-to-day supervision of the City's Wastewater Treatment Plant Collections Personnel under the direction of the Wastewater Superintendent. The Wastewater Collections Foreman will supervise and oversee the daily operations of the Collection System and Lift Stations, and coordinates with maintenance on daily operations/maintenance of the lift stations. The Wastewater Treatment Plant Collections Foreman will analyze and implement workloads, employee availability, prioritize work requests, and tailor work schedules to meet the needs of the City. The Wastewater Treatment Plant Collections Foreman will provide technical support to City personnel and contractor(s) relative to the Collection System and Lift Stations. The Wastewater Treatment Plant Collections Foreman will assist, coordinate, and plan with the Wastewater Superintendent for the future service needs of the City and the Community. The Wastewater Treatment Plant Collections Foreman will communicate and alert any lack of compliance, lack of adherence, or problems concerning the operations (NPDES permit), safety, and staffing of the City's Wastewater Treatment Plant, Collections System, and Lift Station to the Wastewater Superintendent.

Typical Examples of Work Performed:

- Plans, organizes, administers, reviews, assigns, evaluates, and supervises subordinate department staff on a daily basis.
- Oversees routine, emergency and scheduled work to assure appropriate follow through.
- Directs and conducts work in a safe manner following industry best practices and the City's safety practices, procedures and risk management program.
- Schedules daily work activities, assignments and work orders; arranges for necessary supplies, materials, equipment and manpower necessary for successful completions of work assigned.
- Confers with Wastewater Superintendent on operations and maintenance problems and coordination of projects and schedules.
- Assists with development of preliminary budgetary estimates of the Wastewater Department and in development of the five-year planning efforts.
- Conducts operational studies and special projects; gathers information, evaluates alternatives, prepares and presents reports and makes recommendations to the Wastewater Superintendent.
- Completes and implements scheduling/employee relations with Wastewater Treatment Plant Collections employees.
- With direction of the Wastewater Superintendent will direct wastewater personnel in sampling, daily operations and chemical analysis to ensure proper balance of treatment and meeting the NPDES effluent requirements.
- Complete daily onsite visits to assist, review progress and monitor status of work orders/job assignments.
- Complete daily collection visits and daily Operator of Record logbook to meet OEPA requirements.
- Prepare and submit monthly EDMR, SSO reports, and any additional EPA reports to Wastewater Superintendent.
- Coordinate, implement and review safety training with personnel to meet the City's safety policies.
- Works to investigate sewer complaints and resolve sewer complaints by dispatching appropriate personnel and equipment.

- Reviews and coordinates sewer taps/permits with the Wastewater Superintendent and Technical Administrative Coordinator
- Completes weekly, monthly, quarterly and annual work plans/projects.
- Completes performance evaluations/tracking of employees with Wastewater Superintendent.
- Manages and oversees outside contractors and contracted work.
- Keeps Wastewater Superintendent apprised of any irregularity, lack of compliance, lack of adherence or problems.

Required Knowledge, Skills and Abilities:

- Communicate effectively both orally and in writing.
- Consistently demonstrate professionalism, ethical integrity and exceptional customer service.
- Ability to concentrate with frequent interruptions or general office noises.
- Ability to keep records and prepare clear and concise reports.
- Ability to deal effectively with people of all levels of the organization, general public, engineers, vendors, colleagues and supervisor.
- Ability to read and interpret engineering specifications and drawings pertaining to plant improvements and expansions.
- Strong skills in leadership, supervision, problem solving, interpersonal sensitivity, adaptability, flexibility, stress tolerance and time management.
- Ability to quickly, courteously and tactfully receive and respond to calls from the public.
- Ability to lead and respond effectively in emergency, hazardous or other high stress circumstances.
- Knowledge of methods, materials, tools, and equipment used in the operation, maintenance, repair, troubleshooting and installations of wastewater and collections system components.
- Knowledge of occupational hazards in wastewater and collection system and safety measures to be implemented.
- Ability to recognize needed repairs or maintenance and to plan to successfully resolve any related problems.
- Experience as an Operator of Record of the City's Wastewater Treatment Plant, Collections System, or other similar NPDES permitted facility.
- Comprehensive knowledge of the Ohio Environmental Protection Agency Ebiz data website, rules and regulations.
- Ability to supervise and inspect the work of Plant Operators, Collections Crew and Plant Maintenance personnel.
- Ability to establish and maintain effective relationships with the Wastewater personnel and the general public.

Basic Qualifications:

- Valid Class II Wastewater Treatment Professional Collections certification issued by the Ohio Environmental Protection Agency.
- Extensive experience in the operation and maintenance of wastewater treatment facilities, Lift stations, maintenance, and collection system.
- Valid driver's license recognized by the State of Ohio.
- High school graduate, with college preferred.
- Ability to follow oral and written instructions.

Additional Requirements:

- Maintain a valid Class II Wastewater Treatment Professional Collections certification by obtaining valid contact hours and renewing the Professional Collections certification in accordance with the Ohio Administrative Code 3745-7-15.
- Advanced Education preferred or training and experience related to management, business and leadership.