

**POSITION DESCRIPTION**  
**Rice Lake Wastewater Utility**

**Job Title: Wastewater Plant Foreman**

**Effective Date: 8/14/18**

**Definition:** Under the direct supervision of the Wastewater Plant Superintendent the Wastewater Plant Foreman coordinates and supervises activities and/or workers engaged in operating and maintaining equipment in wastewater treatment, lift stations and collection system.

**Essential Responsibilities:**

1. Provide Leadership, Plan, and Organize duties and responsibilities to plant personnel in cooperation with Wastewater Superintendent.
2. Operate secondary biological treatment plant and perform daily tasks to ensure that the plant performs at a high level under WPDES Permit.
3. Supervise/Observe Laboratory performance and results under NR 149.
4. Coordinate/Monitor Biosolids Land Application under NR 204.
5. Maintain lift stations and collection system and perform needed and scheduled maintenance. Keep CMOM Program updated.
6. Responsible for maintaining records of operational performance wastewater treatment plant, lift stations and wastewater collection using Hach Job Plus.
7. Maintain highest standards of professional performance for the benefit of the Community of Rice Lake, in accordance with the standards of the Department of Natural Resources.
8. Must be able to operate computers for input and output of operational data for laboratory data, GIS utility mapping and SCADA system.
9. Knowledge and experience with computers and computer programs including, but not limited to, Microsoft Office Products.
10. Maintain good public relations.
11. Responsible for the orientation and training of employees.
12. Maintain current policies and procedures manual and supervise all Wastewater Plant personnel.
13. Performs duties as necessary to accomplish the objectives of Rice Lake Utilities.
14. All other duties as assigned by Supervisor.

**To do this kind of work, you must be able to:**

- Have Leadership Skills, to include strong communication (written and oral) skills, attention to detail, accountability, self-motivated.
- Understand the technologies required in the work you are directing.
- Plan and direct the work of others.
- Work with a variety of situations.
- Read blueprints, drawings, maps, schematics to conduct/complete required tasks or duties.
- Utilize & understand SDS sheets to handle, store, dispense multiple chemicals safely
- Problem-solving techniques utilizing team approach, experiences, best practices.
- Accept responsibility for the accurate and efficient completion of work.
- May be required but not limited to assist with work involving the operation and use of the following equipment: Jet/Vacuum truck, backhoe, skid-steer, dump truck, vacuum tanker truck, dump truck, pipe camera, forklift and loader.
- Additional general office equipment used may include (but not limited to): tablets, computer, copy machine, scanner, calculator, cellular phone, two-way radio and office telephone system.
- Follow all safety procedures for excavation and confined space entry in addition to all other safety plans.
- React quickly in emergency situations and make decisions efficiently and effectively, always considering the safety of others.
- Must have demonstrated willingness and desire to perform with initiative and interest.

- Must have demonstrated ability to perform without supervision.
- Work overtime when needed to accomplish tasks/projects.
- Work in On-Call Rotation (Every 4-6 Weeks)

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**Physical Demands:** Physical demands of this position vary from day to day and are highly dependent on the particular function being fulfilled on that day.

The position requires the ability to lift and or carry 75-100 pounds on occasion (with assistance); lift up to 50 pounds frequently, lifting and/or carrying objects up to 25 pounds regularly. Must be able to kneel, crawl, walk through snow and ice, stoop and crouch, climb up and down ditch slopes and perform other physical tasks.

Must be able to climb into heavy truck cabs and operator's compartment. Must be able to climb ladders. Able to wear a respirator as determined by a Pulmonary Function Test.

The position requires bending, twisting, reaching, feeling, talking, hearing, and near and far vision.

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**Environmental Conditions:** Environmental conditions vary on the basis of what particular functions are being fulfilled. Conditions can be expected to vary considerably from day to day. Activities can take place indoors and outdoors. The employee is subject to weather in all seasons at all times of the year. Possible exposure to toxic or hazardous gaseous atmosphere, hazardous chemicals and/or wastewater. Employer will provide necessary personal protective equipment.

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**Relationships to Data, People and Things:**

**Data:** Coordinating: determining time, place, and sequence of operations or action to be taken on the basis of analysis of data; executing determination of and/or reporting on events.

**People:** Supervising: determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them and promoting efficiency. A variety of responsibilities are involved in this function.

**Things:** Setting Up: adjusting machines or equipment by replacing or altering tools, jigs, fixtures, and attachments to prepare them to perform their functions, change their performance, or restore their proper functioning if they break down. Workers who set up one or a number of machines for other workers or who set up and personally operate a variety of machines are included here.

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**Specific Vocational Preparation:**

Two years of college training with major emphasis in chemistry or biological sciences, with two years satisfactory job experience in Wastewater Treatment Plant or

High School diploma and completion of a special course of training in Wastewater Treatment Plant and a minimum of three years satisfactory experience in the operation of a Wastewater Treatment Plant and demonstration of mechanical aptitude or

Satisfactory completion of a special course of training in Wastewater Treatment Plant with four years satisfactory experience in Wastewater Treatment Works.

Over 2 years of Supervisory experience preferred.

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**To do this job, you must have the following licenses or certifications before being hired:**

The ability to obtain Advanced Wisconsin Department of Natural Resources Certifications in Wastewater Subclasses: Biological Solids/Sludge Handling, Processing & Reuse, Biological Treatment: Suspended Growth Process, Disinfection, Laboratory, Nutrient Removal: Total Phosphorus, Solids Separation a within Two Years under NR 114.

Certified in Water Subclasses: Groundwater, Distribution within one year.

Valid Wisconsin CDL- Class B

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