



Position Title: Treatment Operations Foreman- Pease Wastewater Treatment

NATURE OF WORK

The Treatment Operations Foreman performs technical and supervisory tasks related to the operation and maintenance of the Pease wastewater treatment facilities. This includes optimization of a sequential batch reactor treatment processes to ensure that treated wastewater quality meets all applicable rules and regulations. The Treatment Operations Foreman is responsible for leading emergency response events on a rotating schedule with the Chief Plant Operator (CPO). The Treatment Operations Foreman collects, analyzes, and interprets data for system operations, leads treatment operations as directed, orders laboratory testing materials, assists with the preparation of monthly permit reporting and contacting regulatory authorities if a permit violation occurs.

SUPERVISION

Incumbent works under general direction of the Director of Public Works, Director of Water Resources, City Engineer, Chief Plant Operator, or their designee. Work is performed in accordance with standard practices and previous training, with substantial independence in determining the sequence and timing of duties and in planning and organizing the work activities. Incumbent uses judgment to solve problems of detail or unusual situations by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

Position may be responsible for the immediate supervision of full-time facility operators as directed by the CPO or Assistant Chief Plant Operator (ACPO) and approved by the City Engineer. Incumbent trains and evaluates employees and provides input for the hiring and discipline of employees. Workload fluctuates predictably throughout the year. Incumbent is on rotational call for evening, weekend, and holiday coverage and must be available for emergencies at all times.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

1. Works collaboratively with the CPO and ACPO to oversee all aspects of process control at the Pease wastewater treatment facilities including sampling, testing, treatment process control, and sludge processing.
2. Maintains and utilizes the City's computerized maintenance management system using HACH Job Cal. This includes assigning daily work orders, ensuring timely completion, and maintaining records of scheduled and unscheduled maintenance activities.
3. Keeps adequate inventory of spare parts using FIIX.
4. Maintains and operates treatment facility equipment including pumps, motors, laboratory equipment, chemical injection systems, blowers, and other equipment essential to operations.

5. Attends training sessions to obtain credits necessary to maintain a valid New Hampshire wastewater operator's license and to remain current with developments in the industry.
6. Performs building and grounds maintenance as necessary to keep a clean, orderly, and safe working environment.
7. Corresponds with customers, industrial users, municipal, State, and Federal officials and consultants regarding plant facilities and requirements.
8. Administers employee safety programs and training.
9. Performs administrative duties for the treatment plant; prepares equipment; develops record and report forms; compiles information, prepares and submits monthly reports according to city, state, and federal requirements.
10. Maintains quality treated wastewater, with chemicals and procedures, to ensure compliance with State and EPA guidelines.
11. Participates in the on-call rotation and is available to respond to emergencies.
12. Oversees daily logbooks for plant operations and maintains laboratory records to satisfy state and federal regulations.
13. May assist with the distribution of permits, inspections, and monitoring of discharges from area businesses regarding the wastewater industrial pre-treatment program.
14. Orders and maintains chemical inventory and ensures proper storage.
15. Determines adjustments to process control based on performance data. Adjusts process set point to optimize treatment system performance. Bases decisions on industry metrics and site-specific trends. Utilizes the City's computerized data management system to assist in decision making.
16. Performs laboratory work for operational controls and for compliance with standard methods, and/or State and EPA guidelines.
17. Works on special projects and pilot projects to enhance plant operations; works with engineering firms on treatment plant upgrades.
18. Assists the CPO in the development and implementation of policies and standard operating procedures (SOPs).
19. Performs other duties as assigned by the supervisor.

MATERIALS AND EQUIPMENT USED

Equipment operated includes light trucks, automobiles, forklift, light equipment, power and hand tools, office machines, computers, analyzers, meters, laboratory equipment, and electrical controls.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

An incumbent in this position consistently demonstrates a(n)...

1. Working knowledge of lab procedures.
2. Strong problem-solving skills.
3. Ability to prepare accurate reports.
4. Strong computer skills.
5. Ability to communicate effectively with the general public, City staff, and government officials at all levels and maintain an understanding of racial equity, inclusion, and belonging.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

Work is performed in a shop and field setting with moderate to loud noise level. Incumbent is required to talk listen/hear and use hands more than 2/3rd of the time; stand, walk, sit, reach with arms and hands, taste and smell up to 1/3rd of the time. Incumbent frequently lifts up to 30 pounds and seldom lifts up to 60 pounds. Incumbent is exposed to outdoor weather conditions, toxic or caustic chemicals, diseases, fumes or airborne particles, extremes of heat and cold and moving mechanical parts more than 2/3rd of the time; confined spaces and risk of electric shock up to 1/3rd of the time. Normal vision is required for the position.

Position requires examining, analyzing, and evaluating the treatment system infrastructure and facilities, and determining any actions that need to be taken in its operation. Judgment is needed to understand, interpret, and comply with complex Federal, State, and Local regulations as they pertain to the operation of the facilities. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with laws and regulations; gathering, analyzing and evaluating samples or data using specialized fact-finding techniques; and/or determining the methods to accomplish the work.

Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to others, damage to building, damage to equipment, and legal repercussions.

The position has occasional contact with the public, industrial users and daily contact with co-workers, vendors, engineering firms, state agencies, consultants, contractors, and equipment suppliers. The purpose for contacts is to answer questions or concerns regarding the wastewater system, coordinate and obtain information and services or products, or to report on operations and related issues. Contacts occur in person, on the telephone, and/or in writing.

MINIMUM REQUIRED QUALIFICATIONS

A candidate for this position must have a high school diploma or equivalent. An Associate's Degree in Environmental Science, Engineering, Industrial Technology, or a related field is preferred. Have not less than three (3) years experience in the operations of a wastewater treatment facility or related field. A candidate should have a current New Hampshire Wastewater Treatment Plant Operators Grade III license or the ability to obtain said license within 24 months from appointment. Obtaining additional certification or licensing may be required.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.)