



CITY OF TRINIDAD

WASTEWATER DEPARTMENT

PLANT FOREMAN / CHIEF OPERATOR

GENERAL PURPOSE:

This position, under the general direction of the Utilities Superintendent, will perform supervision and direction of all phases of the City Wastewater Treatment Plant operations and maintenance for an extended aeration 2.0 MGD water reclamation facility. Operation and maintenance shall include, but is not limited to laboratory procedures, chemical and biological testing of samples, process controls, quality control of effluent discharge, bio-solids management, office management, supervision of personnel, oversight of new construction and/or repair of existing facilities and equipment.

SUPERVISION RECEIVED:

Position serves as the Operator in Responsible Charge (ORC) of City's Wastewater system. Works under the guidance and direction of the Utilities Superintendent.

SUPERVISION EXERCISED:

Assigns, directs and reviews the work activities of subordinate employees assigned to the Wastewater Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures timely compliance with the Colorado Department of Health and Environment rules and regulations regarding written reports, maintenance of daily logs and records and correspondence for the documentation of quality control of bio-solids production, effluent discharge and lab procedures. Supervises the installation, replacement and repair of plant components such as the aeration tanks, clarifiers, centrifuge, ultra-violet light disinfection equipment, blowers, pumps, motors, valves, electrical equipment and other equipment as necessary, including multiple system lift (pump) stations.
- Promotes and develops safety program practices and assures proper safety training for subordinate employees. Recommends purchase and/or replacement of equipment.
- Must have basic mechanical abilities to work with extensive shop tools and equipment for preventative maintenance and repair work on plant equipment.
- Responsible for providing overall direction and supervision to the plant operators and on-site lab, perform analysis as needed, which includes, but is not limited to scheduling activities, oversight in the maintenance of lab supplies and equipment, general management of the plant to ensure permit limits are met and evaluating individual employee performance.
- This position may assist with the developing and monitoring of the department's budget, preparing management reports, are required.
- Performs general driving duties and other miscellaneous tasks and job related duties and work as directed by supervisors.
- May be required to work extra overtime hours, weekends or holidays in the event of emergencies. Hours of work are generally 8:00am to 4:30pm, Monday through Friday.

KNOWLEDGE, SKILLS AND ABILITIES:

- Requires a thorough working knowledge of extended aeration treatment plant operations and wastewater collection systems including chemistry, biology, bacteriology and math.
- Basic hands-on mechanical ability with functional knowledge of pumps and wastewater collection processes and functions.

- Must have the ability to analyze potential emergency conditions and respond accordingly, to interpret conditions and results and make necessary changes or adjustments to the daily operations of the wastewater facility.
- Must have the ability to establish and maintain a good working relationship with fellow employees, supervisors, and the general public.
- Computer skills desirable, i.e. work processing and spreadsheet applications.

EDUCATION AND EXPERIENCE:

- A current and valid State of Colorado Class “A” Wastewater Plant Operator’s certificate is required or the ability to obtain one within one year or two test cycles; and a current and valid State of Colorado Level II Wastewater Collection Certificate is desirable.
- High School Diploma or G.E.D. is required. Additional vocational or trade school education is highly desirable. Equivalent combinations of training, experience and formal education will be considered.
- Four (4) years experience in the operation of a wastewater treatment facility and one (1) to three (3) years of supervisory experience is desired.
- Possession of a valid Class B CDL with air brakes and tanker endorsements is required. License shall not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- A physical exam and drug test will be required.
- Successful passing of a City wastewater department examination may be required to qualify for the position; date and time of test, if required, will be announced.

WORKING CONDITIONS:

Applicant must be physically able to operate a variety of machines, equipment and tools which includes a heavy motor vehicle, air compressor, metal detector, hand tools, mechanic tools, telephone, etc. Must be able to use body members to work, move and climb stairs or carry objects or materials. Applicant must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for light to very heavy work. While performing the duties of this job, the employee may work in outside weather conditions.

INTERPERSONAL COMMUNICATION:

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Plant Foreman. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Plant Foreman.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width, and shape, visually and with equipment.

MOTOR COORDINATION:

Requires that ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand in a twisting or turning motion while coordinating the other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Plant Foreman.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.
- This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS

Salary range \$58,240 to \$64,480 annually commensurate with experience and successful completion of a six-month probation period

Major medical insurance coverage

Sick leave and paid vacation

Retirement plan

APPLICATION DEADLINE:

Applications can be obtained and returned through the Colorado Workforce Center, 140 N. Commercial Street, Trinidad, CO 81082; at the HR Department at City Hall, 135 N. Animas Street, Trinidad, CO 81082; or downloaded from our website Trinidad.co.gov. Application process is open until filled.