

## **JOB DESCRIPTION**

**TITLE:** WATER TREATMENT PLANT WORKING FOREMAN

**DEPT:** SITE OPERATIONS, FT. RICHARDSON

**REPORTS TO:** SITE MANAGER/ ASSISTANT SITE MANAGER

**WAGE:** PER PUBLISHED SCALE

### **POSITION OBJECTIVES:**

The position is responsible for planning, scheduling and supervising the operational maintenance of the Ft. Richardson Water Treatment Plant and for ensuring the safe and efficient operation of the plant. As a working foreman, must also perform a variety of manual, monitoring, testing and reporting functions to ensure proper operation of a Class IV water treatment plant in producing, storing and distributing water that meets Federal and State standards for drinking water. The working foreman must be capable of identifying problems and implementing solutions before they adversely impact the quality of water produced at the plant and exercise considerable independence of judgment while supervising and coordinating shift and plant operations. While much of the work may be routine in nature, the foreman must be constantly alert to and aware of the operating conditions of various equipment such as pumps, motors, chemical feeders, instruments, valves, etc. The working foreman will be responsible for providing technical guidance and assist in training other operators during familiarization and on-the-job training. Employee must maintain an ADEC Certificate for Water Treatment Plant Operator IV.

### **MAIN ACTIVITIES:**

1. Frequently performs a variety of monitoring tasks which involves start-up and stopping of pumps.
2. Plans, assigns and reviews the work of subordinate water treatment plant operators.
3. Analyze and interpret plant production and lab reports and direct adjustments to plant operations based on the production data.
4. Make adjustments to chemical feeders.
5. Prepare chemical solutions.
6. Adjust valves.
7. Backwash filters.
8. Responding to water needs of the fire department and other emergency situations
9. Maintain plant equipment and ensure clean and professional work environment
10. Ensure accurate records/logs are maintained for the plant and operations. The foreman is primarily responsible for the accuracy of the plant and operator logs at the Water Treatment Plant.
11. Perform operator level testing of the water as required by the ADEC, EPA, company policy and ensure proper documentation of the tests is maintained.

12. Ensure water plant operators provide dispatch service for company WD, EDS, WWC or Natural Gas standby crews during non-duty hours as required by company policy.
13. Perform related tasks as assigned.
14. Participate in the annual budget preparation process with the Site Manager.

### **SKILLS AND QUALIFICATIONS**

1. Demonstrate basic understanding of pumps, motors and valves.
2. Possess an educational or work experience background giving an understanding of chemistry and bacteriology.
3. Ability to make arithmetic calculations to determine dose and feed rates for chemicals.
4. Ability to accurately read and record meter readings, perform and record chemical tests.
5. Ability to inspect operating equipment and correct malfunctions.
6. Knowledge of laws and regulations regarding water treatment.
7. Able to communicate effectively with supervisor, other operators, federal and state agencies tasked with oversight responsibilities.
8. Ability to react calmly and take proper remedial action in an operational emergency.
9. Must have initiative and be able to work alone.
10. Ability to operate all plant equipment, perform chemical analysis and interpret the results.
11. Must follow safety rules and regulations.
12. Must be capable of lifting up to 50 pounds to shoulder level.
13. Exhibit the physical dexterity to work in awkward positions for up to one hour at a time.
14. Ability to lift, pull or push for a significant portion of a work day.
15. Able to perform duties while standing, stooping, twisting, bending, kneeling or from prone position for up to an hour at a time.
16. Capability of extending arms overhead while performing duties.
17. Must be willing to maintain plant and equipment in a clean, serviceable condition.
18. Must be willing to work shift work.
19. Must maintain ADEC Water Treatment System Operator IV Certification.

### **PHYSICAL EFFORT**

Works in humid environment inside a water treatment plant building. May be required to inspect pumps, wells and raw water reservoir as part of shift work. May be required to perform outside maintenance on the water treatment plant building, grounds maintenance or related duties. Work requires taking water samples during shift while working near open water structures inside the plant. Employee may be required to stoop, bend, climb and stand for long periods of time while on shift. Must possess coordination of eyes, hands, legs and body. Some moderately heavy lifting is required. Incumbent must be able to lift a minimum of 50 pounds to shoulder level.

### **WORKING CONDITIONS**

Work performed primarily indoors with little assistance from other shift operators. Conditions are clean but may have high humidity throughout the year. Some outside work on facilities or at the raw water surface water reservoir and dam may be required. Some use of and exposure to treatment chemicals as used in the water treatment process is required. Often the operator will be required to operate on a shift alone so must be capable of making sound decisions about plant operations and ensure the security of the facility at all times. Position requires a minimum of 40 hours per week. The plant is operational 24 hours per day 7 days per week therefore the foreman will be responsible for assigning water treatment plant operators to shift duties.

### **CONDITONS OF EMPLOYMENT**

1. Incumbent must be able to maintain a level of physical fitness to perform the duties of water treatment plant operator including the proper wearing of personal protective equipment.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy for Doyon Utilities.
3. Incumbent must possess a valid Level IV Water Treatment System Operator Certificate as issued by the State of Alaska.
4. Must serve as a working foreman with responsibilities of assigning work and shifts to subordinate water treatment plant operators.
5. Must be eligible to work on a military installation in Alaska.
6. Willingness to be scheduled for shift work if other operators are not available.
7. Willingness to receive and respond to/dispatch emergency call outs for other DU utility standby workers at Fort Richardson.
8. Possess and maintain a valid State of Alaska driver's license throughout the period of employment.
9. Possess and maintain a valid first aid card issued by an agency authorized by the State of Alaska.

### **EDUCATION AND TRAINING**

1. High School Diploma or Equivalent
2. ADEC Level IV Water Treatment System Certification

### **EMPLOYMENT CLASSIFICATION**

Non-Exempt/Full Time Permanent