



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: WASTEWATER TREATMENT PLANT FOREMAN

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1650

PAY RANGE CODE: [14.3 MC](#) **REVISION DATE:** 9/24/15

NATURE OF WORK:

This is supervisory work in the operation or maintenance of a wastewater treatment facility. Work involves overseeing the operation or maintenance of the facility by skilled and technical employees on an assigned shift. It involves overseeing the operation or maintenance of pumps, motors, and other related equipment, and it also involves the reading, interpretation, and recording of meters and gauges at regular intervals. An employee in this classification exercises considerable independence in the performance of duties, and completed work is reviewed by a superior through inspections, tests, and observation of plant effectiveness.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Oversees the operation or maintenance of a wastewater treatment facility on an assigned shift, supervises subordinate employees, assigns and inspects work, evaluates performance, initiates disciplinary actions, approves leave, investigates and reports accidents, and performs other personnel related duties.

Coordinates and inspects wastewater collection, pretreatment, primary treatment, secondary treatment, and solids processing, and compiles reports reflecting overall plant performance.

Oversees the inspection of equipment, corrects possible hazards, informs employees of these dangers, and initiates work orders to have malfunctioning parts and equipment repaired or replaced.

Assists in conducting the price comparison of equipment and in writing specifications for new equipment, changes in procedures, or work to be performed by private contractors.

Oversees the chemical injection systems and the operation of the engine/electrical generator system.

Monitors the compliance of contracts with private contractors for such services as specialized maintenance, lawn mowing, chemical supply, and custodial work.

Researches possible process or maintenance changes and makes recommendations based on the findings.

Assists with selection of and schedules and trains employees on the proper operation, safety, and maintenance of equipment, the nature and necessity of plant policies, and maintains records of training completed.

Develops, reviews, and maintains the plant library of reference materials, manuals, slides, video cassettes, and CDs.

Meets with interested groups and the public to conduct tours, explain processes, and resolve complaints.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the processes and mechanics involved in the treatment and disposal of wastewater.

Knowledge of the functions, capabilities, and maintenance requirements of wastewater treatment plant equipment.

Knowledge of the standard practices, tools, equipment, and materials used in the maintenance of wastewater treatment equipment.

Knowledge of the safety hazards in the operation of a wastewater treatment facility and the precautions necessary to avoid them.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in inspecting operating mechanical and electrical equipment and in detecting malfunctions.

Skill in reading meters and charts accurately and maintaining continuous records.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to prepare equipment specifications, work plans, and outside service requests.

Ability to research, develop, and present blocks of instruction related to plant operation or maintenance, safety, and other related topics.

Ability to communicate effectively with citizens and interested groups to discuss issues and resolve complaints.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand and walk from 76 to 100% of the time; to sit or climb from 51 to 75% of the time; to reach, balance, bend, stoop, squat, kneel, push, pull, lift, and type from 26 to 50% of the time; and to crawl up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Experience in the operation or maintenance of wastewater treatment equipment as used by a city comparable in size to the City of Omaha, some of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

Depending on assigned area, may be required to obtain and maintain a State of Nebraska Wastewater Treatment Certificate, Class IV, in accordance with the Nebraska Department of Environmental Quality.

Must be able to transport oneself or coordinate transportation to work sites throughout the City any time during the course of a work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting, in an industrial building setting, and at times outdoors in all weather conditions, amid noise requiring speaking above a normal level to be heard, near vibrating or moving machinery and equipment, near electrical currents, at times in high places or confined spaces, in conditions of dust, mists, odors, gases, and exposure to chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Gas Detecting Equipment

Video Equipment

Computer

Self-Contained Breathing Apparatus

Previous Revision Date(s):

6/24/93

1/30/07

4/26/07