

WATER/WASTEWATER PLANT MAINTENANCE FOREMAN

PURPOSE AND NATURE OF WORK

Position is responsible, through a staff of skilled technicians, for all the maintenance activities of the Water Production, Wastewater Collection, or Wastewater Treatment divisions of the Department of Utilities. Work involves planning, budgeting and implementing policies and procedures, as well as day to day maintenance and repair of multiple water or wastewater treatment plants, well sites, lift stations, and/or tower sites. Incumbent reports to the Water/Wastewater Operations Manager or Wastewater Collection Superintendent and has supervisory responsibilities for a moderately-sized staff of mechanics and technicians.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Monitors requests for maintenance and preventative maintenance of all electrical and mechanical equipment at multiple water or wastewater treatment plants, well sites, lift stations, and/or tower sites. Prioritizes needs, allocates resources, checks on work in progress, and follows up on maintenance. Manages a computerized maintenance-tracking data base and analyzes and makes use of its product. Assists in engineering department. Assists managers in preparing specifications, bid packages and evaluating proposals for repair, rehabilitation, expansion or new construction of plant and equipment. Keeps abreast of environmental, safety, and health regulations as they affect maintenance activities and ensures compliance. Projects and forecasts need for, plans and follows up on, equipment replacement, overhaul, and expansions. Inspects work in progress by contractors. Prepares and assists in preparation of division budgets. Interviews prospective employees, recommends appointment or promotion, trains, prepares evaluations, and initiates disciplinary actions as necessary. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of layout, location, and characteristics of all water or wastewater plants, well sites, lift stations, and tower sites.

Thorough knowledge of policy, procedure, methods, materials, and regulations affecting maintenance activities related to water or wastewater equipment maintenance.

Knowledge of water or wastewater plant processes, equipment, and common causes of failure.

Knowledge of pumps of all types, their characteristics, and maintenance requirements.

Knowledge of electric motors, controls, and maintenance requirements.

Knowledge of electronics and computers used in SCADA and maintenance requirements of plants and pumping stations.

Ability to form and maintain working relationships with managers, engineers, employees and contractors.

DESIRABLE TRAINING AND EXPERIENCE

Advanced coursework in industrial technology or related and extensive prior working experience in supervision of maintenance of water or wastewater utilities; or any related combination of education and experience.

SPECIAL NECESSARY QUALIFICATION

Possession of Class IV Wastewater Treatment/Collection or Water Production/Treatment (determined by the area in the department the incumbent is assigned) certification issued by the State of Louisiana, within three years of appointment.