

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Wastewater Collections Foreman	Job Code: 2541
Date: November 25, 2015	EEOC Code: SC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is skilled supervisory and technical work with responsibility for the operation and upkeep of Provo City's wastewater collection system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the Wastewater Collections Manager and perform all tasks under his/her general direction. The work of this class is distinguished by its responsibility to directly supervise and assign the daily work of a wastewater systems maintenance crew.

ESSENTIAL DUTIES: Plan, supervise, and participate in the daily activities of wastewater collection operators; supervise the preparation and operation of power rodding and jet-vac units to clear sewer lines, ditches, and culverts; direct use of closed circuit television system and sealing equipment to detect leaks and obstructions of sewer mains and laterals; diagnose origins of line blockage issues and develop a corrective course of action; oversee sealing of leaks using packing units; inspect sewer line construction work, lateral installations, and the tapping of sewer lines; monitor flow and strength measuring devices and identify abnormal conditions; resolve complex operational issues related to the collection system; locate manholes, sewer clean-outs, and main sewer lines using photos, metal detectors, and maps; supervise maintenance of pump stations and surrounding areas; supervise general construction projects including raising and lowering manholes to grade and cement work; direct cleanup operations following backups; supervise field sampling and dye testing; perform all work of collections operators as needed.

Supervise, plan, and coordinate the work of assigned wastewater collections personnel according to work orders and other priorities; ensure that work of crew is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; train assigned staff in applicable work policies, principles, and procedures; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; and inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review a variety of work records, reports, documentation, and work specifications; ensure assigned personnel are trained in all aspects of their assignments and jobs; develop and provide training to assigned personnel as needed; review work of direct reports and serve as a technical resource on complex issues; may act as the section manager in his/her absence; attend and may lead staff meetings; perform other duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional wastewater operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted wastewater operator certification.


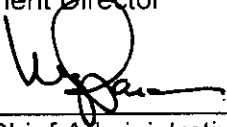
License(s). Unrestricted Grade IV Utah Wastewater Systems Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the installation, repair, and maintenance of sewer lines and associated structures; related laws, codes, rules, and regulations governing functions of the position; the electrical and mechanical operations and maintenance of specialized sewer equipment and machines; the various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognize potential dangers and respond appropriately; troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; performing pipe line taps. *Ability to:* perform work with speed and accuracy; operate process equipment; recognize changes in normal conditions and investigate the cause; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Television viewing and sealing equipment, packaging unit, jet cleaning unit, power rodder, vapo-rooter, jackhammer, and various power equipment and hand tools.

PHYSICAL DEMANDS: The essential duties of this class require physical strength and agility sufficient for climbing in and out of manholes, heavy lifting of up to 100 lbs., walking, driving trucks, bending, stooping, and reaching.

ENVIRONMENTAL FACTORS: Exposure to abrasive odors, adverse weather conditions, noxious chemicals, dangerous gases, heavy traffic, and hazardous conditions. May also include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*

 Department Director	11/25/15 Date
 Mayor/Chief Administrative Officer	11/25/15 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.