

Bargersville Job Description

Job Title: Water Treatment Plant Foreman
Department: Water
Reports To: Water Treatment Supervisor
FLSA Status: Non-Exempt
Prepared By: Admin
Prepared Date: July 11th, 2019
Approved By: Butch Barger
Approved Date: July 11th, 2019

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Fill in for Supervisor when he is not available
- Pulls samples in plant, well field and distribution system. Samples include IOC's, VOC's and SOC's, fluoride, bacteria, nitrate, copper, lead and sodium.
- Change WTP flows to accommodate seasonal usage with higher flows in summer and lower flows in winter.
- Handle some customer issues regarding water quality.
- Attend meetings and trainings as necessary
- Ensures all policies and procedures are implemented appropriately.
- Lead the crew on projects as designated and assure that activities are completed safely, accurately, and efficiently.
- Lead the crew in a safe manner while reflecting compliance to department policies and training each crew member as needed.

SUPERVISORY RESPONSIBILITIES

WTP when the WTP Supervisor is unavailable.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Have or able to obtain WT3 Water Treatment License. If the incumbent does not have it when entering the position must obtain within one year of being in the position.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common

fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram, or scheduled form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	Check if Applicable	% of Time Spent Doing	Working Conditions	Check if Applicable	% of Time Spent Doing
Standing	X	33%	Automated equipment, machinery		
Walking	X	33%	Moving mechanical parts	X	33%
Sitting	X	33%	High, precarious places	X	33%
Using hands & fingers	X	33%	Fumes or airborne materials	X	33%
Reaching with hands & arms	X	33%	Toxic or caustic chemicals	X	33%
Climb or balance	X	33%	Outdoor weather conditions	X	33%
Stoop, kneel, crouch, crawl	X	33%	Extreme Cold (non-weather)		
Able to get in and out of vehicles multiple times a days			Extreme Heat (non-weather)		
Talk or hear	X	100%	Risk of electrical shock	X	33%
Taste or smell	X	100%	Work with explosives		
Lifting up to 10 lbs.	X	100%	Risk of radiation		
Lifting up to 25 lbs	X	100%	Vibration	X	33%
Lifting up to 100 lbs	X	33%	Very quiet conditions		
Close vision	X		Quiet conditions		
Distance vision	X		Moderate noise	X	
Color vision	X		Loud noise		
Peripheral vision	X		Very loud noise		
Depth perception	X				

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____