

**City of Sallisaw  
Job Description**

**Job Title:** Wastewater Plant Foreman

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**Exempt (Y/N):** No  
**Date:** October 2014

**Department:** Wastewater Treatment Plant  
**Reports To:** Plants Superintendent

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**SUMMARY**

The incumbent is responsible for assisting the Plants Superintendent in the daily operations of the treatment plant to ensure compliance with the rules and regulations of DEQ, EPA, and the Department of Labor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

1. Treat incoming water and discharge a quality of water to EPA and DEQ standards.
2. Plans and supervises all working requirements in the absence of the Plant Superintendent.
3. Ensure all daily testing and maintenance procedures are done properly to ensure uninterrupted safe plant operations.
4. Maintain chemical supplies and repair parts to eliminate down time.
5. Inform Superintendent of potential problems.
6. Perform necessary repairs to treatment plant equipment.
7. Assist Superintendent in annual budget preparation.
8. Responsible for needed purchases using P-card.
9. Adjust chemical feeders and other plant equipment and evaluate historical data to determine the best method to treat water.
10. Maintain, inspect and clean plants, operating equipment and facilities.
11. Perform other duties as assigned.

## **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**

High school diploma or general education degree (GED); and 2 years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports and correspondence.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with immediate associates. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

## **MATHEMATICAL SKILLS**

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

## **REASONING ABILITY**

Must have the ability to apply common sense understanding to carry out written and oral instructions. Must have the ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have, or be able to obtain within six (6) months, a Class D Operator license. Must be able to upgrade license to C Operator or higher; in compliance with O.D.E.Q.

## **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.

While performing the duties of this job, the employee is regularly required to talk and hear. Employee must be able to sit or stand for extended periods of time. Employee is frequently required to taste and smell. Employee must be able to walk; use hands and fingers; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this position include: close, distance, color vision, depth perception and the ability to adjust focus.

## **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.

All water/wastewater personnel are on 24-hour call in case of emergencies that may arise, i.e., storms, ice, floods, electrical outages, etc. The wastewater treatment facility is an extended aeration plant, which consists of an oxidation ditch and clarifier, two aeration basins and two clarifiers. This plant is designed to operate the oxidation ditch and aerators together or separately, depending on the mode of operation and seasonal needs. Sludge is de-watered and taken to the landfill or land applied by plant personnel. All clarifiers are ground level. The oxidation ditch is elevated with a stairway approach. Oxidation ditch and clarifiers are washed daily with either a pressure washer or water hose. General maintenance includes disassembling and/or repairing, pumps, motors, valves, and, checking and greasing at specified intervals. Mowing equipment is a tractor-flail mower, two riding mowers. Trimming is done with gas powered weed eaters. Chemicals used are: lime, chlorine and sulfur dioxide from ton cylinders; and, ferric chloride from 55-gallon containers.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions. The incumbent works in high precarious places, near moving mechanical parts and is at risk of electrical shock and/or vibration. The incumbent works around chemicals. The noise level in the work environment is usually loud.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved:  Date: 10/28/14  
City Manager

Modified: