

UTILITY OPERATIONS FOREMAN

Position Definition:

Under the supervision of the County Administrator serves as Department Head for the Water and Sewer Department. Provides responsible skilled work in the operation of water treatment and sewer systems. Work involves responsibility for the operation of the County's water and sewer systems, equipment and lines. Duties include inspection and operation of electrical control boards, motors, pumps, meters, generators, and related equipment. Supervises and directs County personnel in daily operations of the systems, inspecting work, and assuring that the department is run in an efficient and safe manner.

Examples of Work:

Oversee the daily operation for the County Water and Sewer Department; including daily work schedules of personnel.

Ensures there is an adequate supply of water throughout the County and all lines are properly maintained.

Oversees the inspection, operation, testing, and maintenance of the water quality and sampling program; Cross-Connection Control Program; water treatment plant; water storage facilities, pumps, compressors, disinfection equipment, automatic actuating equipment, emergency systems, pipe systems, and Supervisory Control and Data Acquisition (SCADA) system.

Controls pressure and flow of water in the distribution system; operates pumps, controls, chlorinators and chemical feeders; maintains oil levels and adjusts pumps and machinery; starts and stops pumps; regulates valves and observes flow dials; reads gauges and records information.; locates and repairs water leaks; installs water lines and meters using backhoe and other large machinery; oversee the operation of emergency-power generation equipment. Oversees requisition of necessary parts and supplies to run department.

Oversees the draws of samples of water for chlorine, residual, pH, alkalinity, hardness, CO₂, turbidity, and other laboratory tests, and makes routine chemical analysis of water samples; adds chemicals to water system in accordance with prescribed standards. Ensures water served to County customers meets Virginia Department of Health – Office of Drinking Water Standards; ensure compliance with federal, state, and local regulations. Provides information and responds either orally or in writing to the Virginia Department of Health and other entities regarding water quality, treatment, and distribution issues; prepares and presents a variety of reports.

Maintains all sewer lines and pump stations, resolves all sewer flow issues, installs new sewer taps. Receives trouble calls on assigned shift and after hours; Responds to emergencies after regular working hours including nights, weekends and holidays as needed.

Assists in the preparation of the annual budget for the department and maintains accountability throughout the year; Coordinates contract work.

Other duties as required.

Education, Training and Experience: High school diploma or equivalent, plus two (2) years of college coursework in Engineering, Management, Water Treatment or other related courses including (3) three years of experience in water treatment, water quality control, or water production. Extensive experience in water treatment, water quality control, or water production may substitute for the required college coursework. Must hold a valid license as a Water Works Operator as issued by the Virginia State Board of Certification of Water and Wastewater Works Operators (minimum Class III) and a Class A CDL driver's license.

Knowledge, Skills and Abilities:

Principles of treating water to ensure compliance with regulations, applicable laws, codes, ordinances, safety, and health regulations related to water distribution. Knowledge of standard tests for determining water quality. Knowledge of chemicals used in the treatment of water; confined space entry, fall protection, and hazardous materials regulations; automatic control valves, and their maintenance; well and pump efficiency testing; operation and maintenance of portable engine generators. Basic record-keeping and report-writing.

Skills in: Using initiative, discretion, and judgment within established procedures, guidelines, and rules; defining problems, establishing facts, and drawing valid conclusions; managing situations requiring diplomacy, fairness, firmness, and sound judgment; interpreting and applying County, state, and federal policies, laws and regulations; managing staff, delegating tasks and authority, and evaluating staff performance; building effective teams and providing efficient customer service; communicating effectively, both verbally and in writing; reading and interpreting a variety of charts and gauges; inspecting, operating, and diagnosing problems and performing preventative maintenance; establishing and maintaining cooperative working relationships with County Officials, other Department heads, employees, consultants, contractors, vendors, and the general public; applying safe work practices.

Must be physically able to perform duties of the position.