



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>WASTEWATER TECHNICIAN FOREMAN</b>	<b><u>SCHEDULE:</u> C</b>
<b><u>DIVISION:</u></b>	<b>UTILITIES, WWTC</b>	<b><u>PAYGRADE:</u> 13, 14, 15</b>
<b><u>DEPARTMENT:</u></b>	<b>CIVIC OPERATIONS</b>	

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## **JOB SUMMARY:**

Under the direction of the Chief Operator or Supervisor, the Wastewater Technician Foreman assists with overseeing the operation of wastewater treatment and storm/sewer pumping station facilities. The Foreman participates in supervising and checking the work of other employees and contractors working at treatment and pumping facilities. In addition, the Foreman participates in developing and training employees with lower levels of certification. The Foreman will have rotational duties within the wastewater treatment centre and the sewer lift stations. As the Foreman, considerable judgment and independent action with respect to matters of a routine nature will be expected. Difficult or unusual problems are referred to the Chief Operator or Supervisor. Performs related duties. Subject to Schedule D hours.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Chief Operator or Supervisor:**

**Performs repair and maintenance functions to Wastewater and Sewer Lift Station facilities by:**

- reading and recording information from motors, flow recorders, pressure/vacuum gauges and any other equipment, as required;
- utilizing and adjusting computerized maintenance systems;
- operating plant equipment including, but not limited to, bar screens, grit removal apparatus, pumps, air and gas blowers, mixers, and valves;
- ensuring proper operation of trickling filters, solids contact tanks and primary and secondary clarifiers;
- operating turbines, generators and related equipment;
- carrying out equipment servicing and preventative maintenance tasks as outlined in work schedules involving oiling, greasing and minor repairs, and reporting major repair work to the supervisor;
- assisting in major repairs and maintenance and installation of equipment as directed;
- maintaining buildings and grounds;
- cleaning out the rock pit, screens, grit tanks, solids contact tanks, clarifiers, anaerobic digesters, chlorine contact tanks and wet-wells and sumps as required;
- operating scum skimmer systems, anaerobic digesters, process and building heating systems, and ventilation systems;
- operating solids dewatering equipment, biosolids dump truck and screenings dump truck as required;
- monitoring SCADA and making process changes as required;

- conducting chemical analysis tests in the laboratory on wastewater and water;
- collecting wastewater samples for chemical and bacteriological analysis;
- inspecting treatment process and undertaking corrective action on treatment facilities;
- undertakes repairs and corrective actions on facilities as needed;
- attending storm/sewer lift stations and wastewater treatment facilities on emergency call-outs when required;
- assisting in the development of level one, two, three and four technicians through technical and seconded training;
- assuming the duties of the chief operator if required;
- recommending operational and procedural changes to optimize operations;
- supervising and carrying out complex maintenance and capital work;
- assisting in the development of budgets;
- assisting in the development and execution of maintenance and operational programs;
- preparing reports to regulatory agencies as required;
- determining supplies and equipment necessary for the work and purchasing/ordering; and
- performing other related duties as required.

**Assists with supervising the work of the division by:**

- coordinating, assigning, directing and inspecting work;
- monitoring work flow and setting priorities;
- ensuring safe work practices are followed and rectify any or potentially unsafe situations;
- assisting with hiring, performance planning and reviews and disciplinary programs;
- assisting with orientating, training, coaching and providing leadership; and
- assisting lower level technicians as directed.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs./23 kg.;
- working in confined spaces;
- walking, standing, bending, lifting, and carrying for extended periods of time;
- using common hand-tools needed for routine maintenance and repair tasks for extended periods of time;
- working outside;
- exposure to noxious odors and raw and/or treated sewage;
- working in dirty conditions; and
- climbing ladders and operating lift devices to work at heights.

## **QUALIFICATIONS:**

### **WASTEWATER TECHNICIAN FOREMAN LEVEL 2 (C 13)**

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Level 2 Certification. A Wastewater Collection EOCP Certification is considered an asset. If no formal training in an approved supervisory skill program, the incumbent must obtain the training within 18 months of appointment.

**Experience:** A minimum of three (3) years of related operating experience. Supervisory experience is preferred.

### **WASTEWATER TECHNICIAN FOREMAN LEVEL 3 (C 14)**

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Level 3 Certification. Wastewater Collection EOCP Certifications are considered an asset. Formal training in an approved supervisory skills program.

**Experience:** A minimum of four (4) years of related operating experience. One to two years of supervisory experience preferably in a unionized environment.

### **WASTEWATER TECHNICIAN FOREMAN LEVEL 4 (C15 Under Review)**

**Education:** Completion of Grade 12. Graduation from a technological training program related to Wastewater Treatment. A valid EOCP Wastewater Treatment Level 4 Certification. Wastewater Collection EOCP Certifications are considered an asset. Formal training in an approved supervisory skills program.

**Experience:** A minimum of four (4) years of related operating experience in a minimum Level 3 Wastewater Treatment plant. A minimum of two years of supervisory experience, preferably in a unionized environment.

**Knowledge and Skills:** Ability to understand electrical and mechanical problems related to the operation of Wastewater Treatment Plants and lift stations. Ability to identify, understand and troubleshoot wastewater treatment processes and lift station problems. Ability to safely use the tools and equipment related to the work. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Ability to support individual exercises on quality improvement. Ability to lead, train, supervise, evaluate and effectively utilize staff. Ability to pass on knowledge to other members of the team. Exceptional ability to self-motivate and function with a minimum of direction. Demonstrated initiative, sound judgment and decision making abilities. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to assist with estimating the time, equipment, materials and personnel needed to complete specific tasks and projects. Ability to keep abreast of a changing work environment. Ability to handle a considerable workload and effectively meet deadlines. Strong organizational and time management skills. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Ability to foster and maintain positive, cooperative-working relationships with other City employees. Excellent interpersonal skills to deal

