

City of Marengo

Position Description

Job Title: Wastewater Foreman
Department: Wastewater Treatment
Classification: Full-time; Non-exempt
Pay Grade: Teamsters Wage Scale - Foreman
Position Reports to: Director of Public Works

General Purpose and Description:

This position is responsible for the daily operations of the City's wastewater treatment facilities, sewer lift stations and sewage collection system.

Supervision Received:

Works under the immediate supervision and direction of the Director of Public Works and will receive occasional direction from the Mayor and City Administrator.

Essential Duties and Responsibilities

- Responsible for the efficient daily operation and maintenance of the City's wastewater treatment plant operations, and supervision of employees
- Administer processes and decisions that maintain efficient plant operation
- Maintain proper balance of treatment process to remain in compliance with all applicable State and Federal requirements
- Maintain lab work in compliance with all necessary testing requirements of the State
- Maintain daily operations of all sewage lift stations
- Maintain the City sewage collection system including but not limited to flushing, jetting, vacuum, cleaning and removal of grease
- Open and close valves as needed for plant operation
- Operate mechanical pumps as needed for plant operation
- Sludge handling, processing and hauling
- Operate heavy equipment including but not limited to, snow plows, jetters, and excavators
- Install and maintain sewer pumps
- Take readings, tests and records temperatures and usage of chemicals; checks pumps and other equipment to ensure they are operational
- Maintains shop equipment as well as vehicles
- General cleaning and painting
- Maintains City grounds and parkways, particularly in parkways impacted by sewer repairs or installations

- Will be assigned to other divisions including but not limited to, Street and Water divisions when necessary
- Snow removal on plant grounds and City streets as needed
- Performs other duties as assigned
- Complies with all written safety rules and regulations of the Department and City

Minimum Qualifications

- High graduate or equivalent GED
- Minimum of 3 years of experience with wastewater operations and supervisory responsibilities, a minimum Class 3 State of Illinois Operator's Certificate with the ability to obtain a higher Class Operator's Certificate is preferred; or
- Any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities

- General knowledge of materials, equipment, tools and techniques used in sewer maintenance and treatment with the ability to perform said techniques
- Ability to perform strenuous physical work under varied weather conditions
- Ability to apply decisions based on reason and given variables
- Ability to understand and apply logic
- Ability to remain focused on tasks
- Ability to maintain effective working relationships with other employees and to deal courteously with the general public
- Capable of being on call on a rotating basis
- Mechanical and electrical experience is preferred but not required
- Understand, read, write and speak English
- Capable of reading and understanding all applications, permits, handbooks and other materials related to the wastewater treatment process.

Special Requirements

- Must possess a valid Illinois State driver's license including a valid Class B CDL or ability to obtain one prior to employment

Tools and Equipment Used

Telephone, personal computer including spreadsheets and email software, motor vehicle, heavy equipment, pumps, jetters, shovels, rakes, nets, cranes, SCADA, copy machine, facsimile machine, postage machine, calculator, digital camera, ruler / scale, smart phone. Basic knowledge of all other wastewater related tools and equipment is ideal.

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.

While performing the duties of this job, the employee is required to stand, walk, use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to sit, occasionally climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. The employee may occasionally need to work within a confined space as well.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. The position may require the employee to drive, to perform field observation and to gather information and materials relating to plant operations. While performing the duties of the job, the employee will work in outside weather conditions. The employee works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB POSTING

The City of Marengo (pop. 7,637), a progressive community located in southwest McHenry County, is seeking qualified applicants for the position of Wastewater Treatment Plant Foreman. This is a full time, union, hourly position. Starting salary: \$25.56 per hour. Top of scale salary: \$33.61 per hour.

This position is responsible for the daily operations of the City's wastewater treatment plant, and the supervision of employees. Duties include collecting samples, making reports and other routine maintenance at the wastewater treatment plant. The Foreman is also responsible for the City's sanitary sewer collection system, including lift stations.

Minimum qualifications include a high school diploma or GED equivalent, a minimum of three years of experience in wastewater operations and supervisory experience, and a minimum Class 3 State of Illinois Operator's Certificate with the ability to obtain a higher Class Operator's Certificate is required. Applicant must possess or obtain a Class B CDL by the time of employment. Individual needs to have excellent communication skills, and the ability to work well with others, and promote team environments. For a complete job description please visit www.cityofmarengo.com. The City of Marengo is an equal opportunity employer. Please submit an application, cover letter and current resume to Marengo City Hall, 132 East Prairie Street, Marengo, IL, or via email at resume@cityofmarengo.com. Position will remain open until filled, with the first review of applications on October 31, 2018.