

**SOUTHINGTON WATER DEPARTMENT
JOB DESCRIPTION**

ASSISTANT TREATMENT FOREMAN

General Description: Under general direction of the **Treatment Foreman**, Assistant Superintendent and/or Superintendent, on the Department's premises and in the field, during regular hours and on overtime, assume and exercise responsibility as assigned for all daily and periodic functions to insure proper operation and control of wells, tanks and pumping facilities; for the safety, chemical treatment and water quality for all customers, and for directing other employees in lower- and equally-rated classifications in the performance of the work assigned to them, performing the work of all such classifications to the extent qualified and required, performing and directing performance of job duties assigned to work crews and substitute for and perform all duties of **Treatment Foreman** and other supervisors in their absence as assigned.

Minimum Job Requirements: To be considered for this position, the person must satisfy the following minimum requirements:

- Possess a valid high school or technical school diploma or GED acceptable to the Department;
- Possess and maintain, in accordance with applicable State law, a valid State of Connecticut Motor Vehicle Operator License that is not in jeopardy of suspension or revocation;
- Possess a minimum of five (5) years **Treatment** experience in water utility operations;
- Possess and maintain State of Connecticut Certification as Water-Treatment Plant Class **IV** Operator **within 18 months of appointment**.

Be physically able to perform the essential elements of the job, including, among other things, walking, standing, bending, squatting, climbing and performing other similar physical maneuvers for long periods of time or repetitively; **able to lift up to 80 lbs. on a daily basis**, operating equipment and tools effectively; operating Department vehicles; and accurately reading information on such things as charts, graphs, computer screens, diagrams, blueprints, dials and/or meters, and detecting faint high frequency sounds;

- Ability to work and communicate effectively with others orally and in writing; to respond effectively to questions or concerns from the public; to demonstrate a positive, professional image for the Department in all responses to the public and to outside agencies; and to identify, understand and be sensitive to the needs of customers, employees, vendors, contractors and others and possess the ability to determine their exact concerns;
- Have a sound working knowledge of and experience in performing plumbing and mechanical pump repair skills;
- Be able effectively to calculate appropriate chemical dosages, perform water quality tests in the field and laboratory and perform other job related functions;
- Be able effectively to follow long, detailed written directions while performing arduous physical tasks;

- Be able effectively to operate a computer used for remote operation of pumps, tank levels and data collection;
- Ability to read, interpret, follow and communicate engineering plans and specifications and other technical documents, including, without limitation, drawings and blueprints;
- Be neat, clean and well groomed; and
- Must establish and maintain a *bona-fide* personal residence within fifteen- (15) mile radius of the Southington Water Department's offices located at **605 West Queen St.**, Southington, CT within six months from date of hire and continuing during employment thereafter.

Additional electrical and carpentry skills are desirable.

Typical Job Responsibility and Duties Include:

- Perform all duties of **Treatment Foreman** and other supervisors in their absence as required;
- Perform all daily and periodic functions to insure proper operation and control of wells, tanks and pumping facilities;
- Maintain the safety, proper chemical treatment and optimum water quality for customers;
- Be responsible for and perform monitoring and inspecting all reservoir property, dam inspection, water level and storage requirements, flow adjustments and patrol of main roadways that border the reservoirs;
- Monitor and look for dumping and any other illegal practices that may affect reservoirs, wells, tanks and pumping facilities;
- Perform maintenance of all equipment, emergency engines and generators, chemical feed pumps and motors, chemical analyzers and detectors and many other phases of operations;
- Take annual, semi- annual, quarterly, monthly and weekly samples required by the State Health Department, Perform daily testing and maintaining state required chlorine and fluoride residuals;
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- Perform maintenance checks and problem investigations throughout water works system;
- Assist in the enforcement of all Water Department rules and regulations and plumbing specifications as they apply to all underground utility installations;
- Assist with inventory control;
- Instruct and direct all non-supervisory personnel in **Treatment** Department operations;

Respond to and **help** rectify Water Department emergencies related to the production, treatment and distribution of water, including, but not limited to, water main breaks,

SCADA alarms, pumping and treatment equipment failure and hazardous materials spills.

- Take all required field notes effectively;
- Assume responsibility for and perform appropriate treatment of drinking water as a licensed Class **IV** Treatment Operator including, for example, such things as properly disinfecting, fluoridating, PH control, water softening, corrosion control, air stripping, and treatment for iron and manganese.
- Perform various in-house water quality tests accurately, such as, for example, level of disinfectant, fluoride, PH, temperature, turbidity, metals and color.
- Collect water samples properly for all other contaminants, characteristics or parameters and deliver when necessary to a certified testing laboratory.
- Maintain various records as required related to the storage, production and treatment of drinking water, including, for example, weather, rainfall, water consumption, water levels in reservoirs, wells, streams and storage tanks, metered utility consumption for electricity, water and natural gas, waste stream discharge rates, amounts of treatment chemicals used and in inventory, and propane usage and storage

Clean, repair and maintain equipment, such as, for example, well and distribution pumps and motors, chemical feed pumps, booster pumps, chemical analyzers, chemical injectors, day tanks and saturators, floats, probes, gauges, level indicators, fans and blowers, process control valves, altitude valves, pressure relief valves, air release valves, flow meters, and chlorine leak detectors and other related equipment.

- Operate computerized Supervisory Control and Data Acquisition (SCADA) system to control the operations of all pumps and tank levels. Respond and troubleshoot process alarms and communication failures.
- Maintain buildings and grounds, including for example, snow removal by hand shoveling, building repairs, painting, plumbing, maintain security, safety and fire protection systems, reservoir dam inspections, heating and ventilating systems, gates and fences, water intake and diversion structures and patrolling for vandalism and dumping.
- Investigate and resolve customer water quality complaints as assigned.
- Inform and update **Treatment Foreman** and other supervisors regarding these functions as required.
- Maintain in force at all times a Class **IV** treatment operator's license and improve skills through training and obtaining all State and Federal contact hour requirements.
- Acquire and maintain working knowledge of safety rules and procedures and adhere to and enforce such rules and procedures;
- Communicate effectively the findings and needs to the **Treatment Foreman**, Superintendent, Assistant Superintendent, Public Officials and others as necessary or as instructed,;

- Perform various manual tasks, including maintenance and construction work, as well as other tasks as directed by immediate supervisor, including for example, meter installation and field meter repair; repairing fire hydrants, valves, pipes, pumps, buildings, equipment, tools and vehicles; locating underground pipes on heavily congested streets; flushing hydrants; breaking pavement; performing small taps on water mains and assisting in large taps of water mains; investigating customer complaints; listening for and locating water leaks; cutting trees and brush; mowing; delivering heavy materials, sometimes using vehicle-mounted cranes and hand carts; collecting water quality samples; cleaning tanks and clearwells;
- Perform all job duties assigned to work crews; and
- Perform other duties and responsibilities as assigned.

Normal Reportin Responsibilities:

Normally reports to the **Treatment Foreman**, Assistant Superintendent and to the Superintendent or their respective designees, and works under the direction of the **Treatment Foreman** or his or her designee.

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