

Wastewater Treatment Plant Foreman

DEFINITION

This is supervisory level work in the operation of Wastewater Treatment Plant facilities in compliance with the Alberta *Environmental Protection Act*.

The work involves responsibility for one of either A) 12-hour shift duties as Shift Crew Foreman or B) 8-hour day Utility Crew duties as Utility Crew Foreman or C) 8-hour day Training and Process Foreman duties.

A. The role of a Shift Crew Foreman involves responsibility for the operation of a wastewater treatment facility during an assigned shift. Employees in this class are responsible for the efficient operation of the primary, digesters, secondary and tertiary treatment processes at the Gold Bar Treatment Plant. Most of the plant “process train” equipment status and output are monitored by computer. On a daily basis, Foremen complete operational log sheets, time cards, WORMS data input, and supervise subordinate operators engaged in routine plant operations in designated areas. Special assignments and directions are received from an Engineer in the form of written or oral instructions and frequent discussions. Incumbents in this class exercise judgment in directing routine shift operations and in implementing operating modifications in accordance with established procedures. Work is evaluated through the review of reports and observations of the effectiveness and continuity of plant operations.

B. The role of Utility Crew Foreman involves the supervision and inspection of work performed by the Utility Crew engaged in the operation of the Clover Bar Storage Lagoons, leachate plant and Utility Crew duties within the Gold Bar wastewater Treatment Plant. The Utility Crew Foreman places orders for the purchase of materials, chemicals, safety supplies as required, and maintains a high level of consciousness for crew safety, hygiene and security. The Foreman also performs related functions including conducting tours, investigating odour complaints, conducting on the job training or any special tasks assigned by the General Supervisor of Operations. The incumbent also acts for the General Supervisor in his absence. Utility Crew Foremen also prepare shift schedules; vacation, sick, leave of absence, and training relief assignments, and complete daily Foreman’s log sheets for Clover Bar Lagoons.

C. The role of the Training and Process Foreman involves the delivery of training programs and the monitoring, directing and optimization of the Treatment process at the Gold bar Wastewater Treatment Plant.

TYPICAL DUTIES*

A. While performing 12-hour Shift Crew foreman duties:

- Supervises the operation and inspection of all process equipment and controls by shift crew and maintains specified plant performance standards. Most equipment status and output monitoring is done via computer.
- Monitors from the main control room process equipment, instrumentation and controls, alarm systems, remote stations, plant security systems, boilers, electrical power systems, communications, etc. and makes necessary adjustments to operating equipment to maintain specified plant performance standards.
- Completes and maintains records such as log books, log sheets, time sheets, trouble reports and absence records. Reports plant performance data to General Supervisor of Operations on Operations Log Sheets. Inputs data into WORMS (Wastewater Operations Reporting and Monitoring System).

- Supervises on-the-job training of trainee Operator Is and IIs as directed by the General Supervisor of Operations.
- Performs special duties such as tours, odour complaint investigations, performance evaluation and other related duties. Promotes hygiene, security, occupational health and safety rules and regulations.

B. While performing 8-hour Utility Crew duties:

- Supervises and inspects the work of crews in the operation of Clover Bar Storage Lagoons, leachate plant and the Utility Crew duties at the Gold Bar Wastewater Treatment Plant. Clover Bar Lagoon duties include daily samplings, decanting of cells, cleaning of lagoons and pipelines, grounds maintenance, sludge pumps and supernatant pumping; also setting up and operation of the "Nutri-Gold" (formerly "Sludge to Farmland") program during the spring or fall of each year and operating of the leachate treatment plant. At Gold Bar work includes grit and screenings removal and disposal to landfill, cleaning primary, secondary and digester tanks, cleaning secondary/primary weirs as per schedule, general housekeeping duties; chemical cleanings of pipeline loops 1 and 2, and grounds maintenance.
- Orders propane, odour suppressants and safety materials as required. Maintain a high level of awareness for safety, hygiene, and security. Performs related functions including conducting tours, odour complaint investigation, on-the-job training or any special tasks as assigned by the General Supervisor. Acts in the absence of the General Supervisor for periods up to 1 week.
- Prepares shift schedules, assigns operators to relieve for vacation, sick, leave of absence, and training classes as directed by the General Supervisor. Prepares daily Foreman's Log Sheets for Clover Bar Lagoons.

C. While performing 8-hour Training and Process duties:

- Plans, directs, and administers all aspects of plant training programs for Operators. Consults with the General Supervisor to ensure that plant training requirements are met.
- Develops and revises training programs to meet the needs of the plant environment and ensures that training administration programs are current.
- Evaluates the progress of individual trainees and initiates supplemental training as required.
- Develops the training programs based on current Operating procedures, including one on one training, group training and the supervision, progress-monitoring and evaluation of Operators in training.
- Monitors, directs and optimizes the day to day treatment processes at the Gold Bar Wastewater Treatment Plant, at the general direction of the General Supervisor.
- Develops and revises Operational Procedures through the Online Operations Manual, at the direction of the General Supervisor.
- Coordinates a variety of day to day Operational activities among Operations staff (among the Shift Crews, between the Shift Crews and the Utility Crew) and between the Operations subsection and the other Wastewater Treatment subsections – Maintenance, Engineering and the Laboratory.
- Coordinates the impacts of all shutdowns (Engineering/Construction and Maintenance) on the treatment processes.
- Coordinates the input from Operations staff on impacts of proposed changes and projects.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and equipment utilized in a Wastewater Treatment Plant.

Considerable knowledge of the terms of the Alberta Environmental Protection Act as it pertains to wastewater treatment and disposal.

Considerable knowledge of the occupational hazards, safety precautions, and first aid techniques.

Considerable knowledge of the general practices applied to the care and safe operation of assigned equipment.

Ability to supervise and direct the work of subordinates.

Ability to take, interpret, and record readings of various meters and gauges and to recognize and respond to equipment and plant malfunctions.

Ability to understand and execute oral and written instructions; write small reports and instructions.

Ability to use personal computer equipment including general application and customized software.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade, and successful completion of a technical Wastewater Treatment Operator training program as recognized by the City of Edmonton; possession of Alberta Environment Protection Level IV Wastewater Treatment Certification; Fourth Class Power Engineering Certificate as issued by Alberta Dept. of Labour.

Successful completion of “Leading People for Results”, or an equivalent recognized by the City of Edmonton.

Nine (9) years of progressive experience including a minimum of three years of experience as a Wastewater Treatment Plant Operator III, with demonstrated supervisory ability.

Possession of a Class 5 Alberta Motor Vehicle Operator’s License and City Drivers Permit.

NOTE: Incumbents within this class who do not possess Level IV Certification will be placed at a lower pay rate until such time as the Level IV Certification is obtained. Completion of Level IV Certification must be obtained within 60 months of appointment.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0131/0132			
Last Updated:	2000-10			
Previous Updates:	1996-06, 1995-10, 1995-10, 1991-08, 1979-01			
Originated:	1975-08			