



JOB DESCRIPTION TRI GID UTILITY FOREMAN POSITION

Job Title: Utility Foreman
Reports to: Technical Services Manager
Salary Range: \$72,679 - \$98,322 (non-exempt position)

SUMMARY

Under direction of Technical Services Manager, supervises and participates in the operation, maintenance, repair, and construction of TRI-GID's wastewater collection systems, wastewater treatment plant, water distribution system, water treatment plant, and process water system. This is a Journey-level class distinguished from the other positions in the GID by its responsibility for the quality and quantity of results and accomplishments of the assigned staff. The Lead works under general supervision of the Technical Services Manager performing the essential functions at an advanced level.

ESSENTIAL FUNCTIONS

(Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)

1. Helps manages the on-site operations, technical direction, and operation of the water distribution system, water treatment plant, the sewage collection system, and wastewater treatment plant, and the process water system as assigned.
2. Assists in direction, advice, and support to the Technical Services Manager; helps determine the need for repair and maintenance of existing GID facilities and equipment; researches and updates equipment and facilities that utilize modern technology, including computer programs to improve operations; recommends purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources, as required.
3. Monitors and inspects wastewater, water, and process water facilities to identify needed repairs and performs quality control reviews of completed projects to ensure compliance with standards; determines maintenance schedules and work methods; prepares recommendations based upon the results of inspections; investigates and resolves complaints and concerns regarding operations services and facilities.
4. Helps estimate costs of repairs and small construction projects; helps facilitates the procurement of necessary materials and equipment; monitors expenditures on assigned projects to assure compliance with budgets.
5. Assists in the operation of assigned facilities; follows-up on scheduled maintenance activities;



reviews daily activity records.

6. Maintains records and reports of system maintenance and repair activities, equipment usage; keeps records of time worked, equipment and supplies used, and conditions observed; controls the distribution and usage of tools and equipment.
7. Locates and marks and/or supervises location and marking of underground water, wastewater, and any other GID infrastructure.
8. Inspects facilities and observes field operations to assess conditions, needed work, and staff work performance; responds to emergencies and handles peak workloads by prioritizing projects and assigning staff.
9. Checks operation of gauges and recorders and performs routine maintenance on system instrumentation; maintains water storage facilities; maintains auxiliary generators; replaces filters and mechanical seals; maintains daily records.
10. Monitors water quality at treatment plants and in collection and distribution lines; collects samples of water at various points within the systems for lab analysis; performs routine tests on samples; checks flow data records and changes charts; records test results, gauge readings, and observed conditions; evaluates data to ensure proper operation of the treatment plants, wells, boosters, lift stations and any other GID owned infrastructure.
11. Reviews Operation and Maintenance manuals and makes appropriate changes as required; prepares and regularly reviews Standard and Emergency Operating Procedures (SOP's and EOP's); prepares and reviews the facility Emergency Response Plan; posts and controls the facility staff "required reading" boards.
12. Communicates with USEPA and NDEP as required.
13. Performs other duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, methods, and materials used in maintenance and operation of wastewater and water distribution.
- Knowledge of backflow and cross connection control.
- Equipment and tool safety and operating procedures for wastewater and water operations.
- Regulations governing the operation of municipal wastewater treatment facilities and the related collection, distribution, and storage facilities.
- Laboratory procedures for basic, routine test water systems plus related sample gathering and handling techniques; and occupational hazards and safety practices



related to wastewater / water system operation, repair, and maintenance.

Ability to:

- Perform a variety of semi-skilled and skilled manual maintenance and construction tasks on treatment equipment and GID facilities.
- Maintain accurate and legible records of activities and conditions observed.
- Understand and follow written and verbal instructions.
- Read and follow diagrams.
- Perform basic arithmetic calculations.
- Safely operate a variety of equipment and tools.
- Work harmoniously and tactfully with other GID employees, contractors, and the public including individuals having complaints regarding GID services.
- Locate and repair problems with equipment, machinery, and water systems while working independently in the field.
- Operate construction equipment such as backhoes, loaders, and small cranes to excavate lines and make repairs to lines, pumps, and other facilities.
- Share information, as appropriate, consistent with city policy.
- Apply work methods consistent with regulations, department, and GID policies and procedures.
- Train new staff in work methods and equipment operation.
- Select alternatives and project the consequences of proposed actions; and, operate a personal computer.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

High school diploma or equivalent; plus

Five (5) years of experience in the operation and maintenance of wastewater/water distribution systems.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess a valid Nevada Driver's license and may be required to obtain a valid commercial driver's license with a B and N endorsement within six months of written notice.

Must complete OSHA 10 certification within 90 days of employment.

Possess and maintain, or acquire within 12 months of the start date of employment, any two of the following certifications:

- State of Nevada Certified Wastewater Treatment Plant Operator Grade 3 certification
- State of Nevada Certified Water Treatment Operator Grade 3 certification
- State of Nevada Water Distribution Operator Grade 4 certification



PHYSICAL DEMANDS AND WORKING CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; ability to perform physically demanding work for continuous and lengthy periods of time.

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in regulated confined space and areas. Work is typically performed independently and may be in isolated geographic areas.

BENEFITS

- Medical, dental and vision insurance
- Paid time off & holidays
- Public Employee Retirement System (PERS) participation

EQUAL OPPORTUNITY EMPLOYER

TRI GID is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category.



TRI General Improvement District

TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Please send application, resumes and references to swhalen@tri-gid.org

The job description does not constitute an employment agreement between TRI-GID and employees. It is subject to change at any time by TRI-GID at its sole discretion.

I have received, reviewed and understand this job description.

Signed

Printed

Date