

SLIPPERY ROCK MUNICIPAL AUTHORITY

FOREMAN OF WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS

JOB DESCRIPTION

Classification Responsibilities:

- Direction of the operation and maintenance of the Authority's Water Distribution and Collection Systems ("the Systems"); which include all activities related to the installation, inspection, repair, and maintenance of the Systems; including, but not limited to; mains, services, valves, fire hydrants, lift stations, and metering.

Duties include:

- Planning, organizing, coordinating, staffing, and directing of the Systems' employees who perform construction, operation, maintenance, installation and repair of the Systems.

Responsibilities:

- Provides Management with all pertinent information related to emergency water or wastewater problems, issues, and outages.
- Must be on call 24/7, to cover emergency situations and available to work weekend and holiday rotations.
- Must maintain active mobile phone; and a remote access capable device.

This position is given considerable latitude for independent judgment and decision-making for the purpose of:

- Ensuring compliance with federal and state drinking water standards; and
- Maintaining a safe working environment, in compliance with federal and state guidelines; and
- Assuring compliance with the regulations promulgated by Department of Environmental Protection.

QUALIFICATIONS

Employee Values: All employees of Slippery Rock Municipal Authority are expected to uphold and exhibit the Authority's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required: Any combination of training, education, and experience equivalent to four or more years of experience in the planning, operation, and maintenance of water distribution and/or wastewater collection facilities and/or systems.

Special Requirements; must possess:

- PA DEP Wastewater Class E Operator's license and Subclass 4 (satellite collection system with a pump station); and
- PA DEP Drinking Water System Class E certificate; and
- Valid Pennsylvania Motor Vehicle Operator's license and be insurable.

ESSENTIAL FUNCTIONS

Communication:

- Communicates with contractors, developers, and the public in order to disseminate information regarding the Systems.
- Resolves related problems and provide project status and updates to Management.
- Communicates with Management in order to prevent, resolve, or minimize the impact of utility problems and issues.

Manual:

- Operates a motor vehicle requiring a standard Pennsylvania Driver's License.
- Operates heavy equipment to perform field work and inspections of job sites, work crews and conditions.

- Observes, inspects, and monitors field crew and work being performed to determine compliance with prescribed operating and safety standards and industry standards for operations and maintenance.

Physical: The physical requirements described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Corrected vision in order to make visual observations of computer screens, pump stations, grounds and equipment.
- Repetitive bending, twisting, standing, sitting, reaching, walking, stooping, kneeling, crouching and crawling.
- Ability to receive detailed information through oral and written communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Significant physical labor with lifting up to 75 pounds.
- Ability to convey detailed instructions accurately, loudly, and quickly to other workers when working near machinery.
- Ascending or descending ladders, stairs, and ramps requiring the use of feet, legs, hands and arms up to three (3) stories in height (30').
- Ability to work in confined spaces.
- Ability to work in extreme climate conditions.

Mental:

- Comprehends and makes inferences from written material in order to analyze data, produce documents, direct staff, and make operational decisions.
- Prioritizes and assigns work to personnel and prioritizes own work.
- Develops and updates water distribution maintenance management system, including but not limited to water valves, line break history, fire hydrants.

- Develops and updates sewer collection maintenance management system, including but not limited to sanitary sewer overflows, manhole inspections and pump efficiency tests.
- Analyzes utility problems and determines corrective actions.
- Learns job related material through hands on training and in a classroom setting.
- Analyzes data in order to make recommendations to Management regarding projects for repair and replacement, staffing, and budget.
- Participates in the long-range planning and design of water infrastructure replacement and maintenance projects.
- Coordinates work activities and program functions with other Authority departments.
- Performs mathematical calculations.

Knowledge and Abilities

Knowledge of:

- Engineering related principles and practices applicable to water distribution, water valve operation and maintenance including complex reducing stations, line flushing programs, and fire hydrant maintenance and performance.
- Wastewater collection systems; principles, materials, methods, and techniques used in the repair and maintenance of sewer lines; safety methods and procedures used in wastewater collection system work; pumping stations, metering, sampling station, and odor control stations.

Ability to:

- Be tactful with the general public and utility customers; learn the rules and regulations of Slippery Rock Municipal Authority;
- Maintain compliance with water distribution and wastewater collection standards and specifications; interpret project plans, blueprints, and

diagrams to determine equipment, materials, and supplies needed to complete project.

- Understand and establish procedures for installing, maintaining, and repairing water and wastewater mains.

FOREMAN OF WATER DISTRIBUTION SYSTEM AND WASTEWATER COLLECTION SYSTEM, the duties listed above are intended only as general illustrations of the various types of work that may be performed.

Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Job descriptions are subject to change by the Authority as needed.