

# **INTERNAL - JOB POSTING # 19-046**



## **FOREMAN**

Wastewater (Plant) Division  
PUBLIC WORKS DEPARTMENT

**HOURLY RATE: \$ 16.34 - \$18.94**

**Position Closing Date: May 4, 2019 @ 5 p.m.**

***\*NOTE: Active employees may have a different starting rate depending on current classification and years of service. Contact the HR office with specific questions.***

Under direction of the Wastewater Supervisor, this position is a responsible working supervisor position requiring technical expertise. Operates, monitors, maintains and trouble-shoots the wastewater treatment facility and its processes. Responsible for the technical aspects of plant operations, compliance with state and federal operating regulations and sewer systems. Performs other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists with overall wastewater treatment plant operations
- Responsible for assisting in administering the department safety program
- Schedules use of personnel and equipment
- Orders chemicals for treatment purposes
- Oversees or performs all laboratory testing of influents and effluents and records results in various logs and reports
- Completes and send out required reports to various state and federal agencies
- Responsible for enforcing City and departmental rules and regulations; may counsel and evaluate subordinates as needed
- Keeps an inventory of parts to maintain the wastewater plants
- Assists in the development of specifications for equipment acquisition; assures proper maintenance; safe utilization of department equipment
- Maintain open communications with Division Supervisor regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for reports and improvements to system.
- Assists in the preparation of water quality reports and proposed budgets
- Supervises subordinate employees and attends public meetings as needed
- On call to respond to emergencies and breakdown at the plant and pump stations.

### **Training, Experience, and/or Other Requirements:**

- Five (5) years in maintenance and operational functions of a wastewater treatment with (2) years in a leadership capacity
- Must have Class C Wastewater Certificate from TCEQ
- Ability to obtain Class B Wastewater Certificate within one year of employment

### **Employee Behavior and Conduct:**

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

**Physical Requirements:** Lift and carry up to 75 pounds; push, pull and/or drag up to 100 pounds of equipment and /or materials; climbs, crawls, kneels, squats, stoops, stands, sits, and bends when driving or maintaining equipment; hear and see clearly when working around equipment or in traffic. Works outdoors in extreme temperatures and inclement weather with some exposure to dust, fumes, noise, mechanical, electrical, and chemical hazards while using proper safety precautions.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) Valid driver's license and satisfactory driving record and 2) proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment physical examination, drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King, Kingsville, Texas 78363. Visit [www.cityofkingsville.com](http://www.cityofkingsville.com) to download application and for additional information call 361-595-8017 or e-mail [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com) EOE.