

# **WATER PLANT MAINTENANCE FOREMAN**

## **SUMMARY**

Performs and supervises a variety of semi-skilled activities in the operation, maintenance, repair and servicing of mechanical and other equipment associated with the functioning of a water treatment plant. Diagnoses problems, effects emergency repairs and assures that maintenance schedules are consistently applied. Performs related work as required.

## **SUPERVISION RECEIVED**

Works under the direct supervision of the Water Plant Superintendent.

## **SUPERVISION EXERCISED**

Directly supervises a staff of maintenance workers.

## **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Schedules and directs the activities of the maintenance staff in the maintenance and repair of plant equipment and machinery. Performs and assigns necessary tasks.
2. Assists in assuring the safety of plant operations by promptly addressing mechanical issues and effecting necessary repairs.
3. Inspects defective equipment and diagnoses malfunctions.
4. Inspects, repairs, maintains and/or lubricates functional parts of the mechanical or electrical equipment such as pumps, blowers, collectors, chemical feeders, chlorinators, switches and other equipment and machinery.
5. Disassembles and repairs pumps, valves, compressors and other machinery and equipment.
6. Reseats valves, repacks pumps when packing becomes glazed, cuts and installs piping and performs other specialized tasks.
7. Maintains records of all maintenance and repair including dates of repair or maintenance, materials used and workers assigned.
8. Develops and/or refines preventive maintenance schedules in accordance with manufacturers' specifications assuring consistent application.
9. Schedules, supervises and participates in painting of walls, floors, piping and other fixtures, and ongoing maintenance of the plant facility.

Water Plant Maintenance Foreman, Cont.

10. Acts as a relief operator for the plant, as dictated by operational need.
11. Performs related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the tools, materials, methods and practices used in the repair and maintenance of pumps, machinery and other mechanical equipment.

Appropriate knowledge of electricity and control circuits.

Appropriate knowledge of welding techniques.

Appropriate knowledge of plumbing methods and principles.

Considerable knowledge of water treatment plant operations including ability to function as plant operator.

Physical agility.

Ability to troubleshoot mechanical and equipment problems.

Ability to read and understand mechanical drawings and blueprints.

Ability to work effectively with other employees.

Required education includes a high school diploma, or the equivalent.

A valid Michigan driver's license is required.

Drinking Water Operator Certification, Level F-4 from the Michigan Department of Environment, Great Lakes and Energy (EGLE) is required within eighteen months of hire.

One to two years' experience in a similar position, requiring mechanical aptitude and skill.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate, but occasionally loud.

July, 2022  
St. Joseph