



Wastewater Plant Foreman

Salary Range 24: \$52,599 – \$73,644

Hourly: \$25.29 - \$35.41

Job Summary

Under general supervision of the Wastewater Plant Superintendent, assists with the planning, organization, and daily activities of the City's wastewater treatment plant; including but not limited to maintaining public health, compliance with TCEQ and EPA rules and regulations, risk management implementation, records management, and the city's safety plan as well as direct supervision of wastewater plant operators and lab personnel.

Minimum Qualifications

- High School Diploma or equivalent.
- Five (5) years' experience in 4.0 MGD plant or greater.
- Associates degree in Environmental Science or related fields is a plus.
- Five (5) years' experience in a supervisory position.
- Class B Wastewater License.
- Class B Driver's License

Primary Duties and Responsibilities

- Assists the Plant Superintendent with employee management and scheduling, daily plant operations, and purchase requests.
- Supervises wastewater treatment plant employees regarding schedules, duty assignments, training and for employee safety and proper plant operation.
- Prepares reports and verifies results from the laboratory in preparation for the Superintendent to file the monthly reports to state and federal agencies.
- Work alongside the Wastewater Plant Superintendent to monitor the Risk Management Program and compliance with state and federal regulations and laws pertaining to wastewater treatment.
- Maintain a safe working environment monitoring safety procedures and equipment. Supervise, coordinate, or schedule the activities of plant operators.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Coordinates with employees, contractors, and regulatory agencies for proper plant operation to ensure regulatory compliance and the safety of the public.
- Transmit and explain work orders to operators, and inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Exercises direct supervision of Wastewater Treatment Plant crews in performance of work assignments, safety, and job responsibilities.
- Assist with Training WWTP Operators in the treatment process and plant operations and maintenance.

Knowledge of:

- Water/wastewater treatment plant operations, including laboratory testing, data analysis, and emergency management operations.
- Current federal state and local laws, regulations, and codes pertaining to the area of assignment and including water and sewer systems.
- Principles, practices, and techniques of effective and contemporary public works administration and management.
- Principles, practices, and techniques of leadership, supervision, and staff development.
- Principles and techniques of written and oral communication methodologies.
- Contemporary office and computer systems, practices, and applications.
- Occupational hazards and safety precautions.
- TCEQ standards and policies for Water/Wastewater systems.
- City policies and procedures.
- Working knowledge in the use of computers, including word processing, spreadsheets, asset management and time management software.

Skill in:

- Planning, directing, supervising, organizing, and managing the work of technical and maintenance staff; effectively developing work plans and coordinating work assignments and projects.
- Exercising initiative and sound judgment in solving difficult administrative, technical, and personnel problems; ensuring that staff observe safety principles and work in a safe manner.
- Understanding rules, regulations, Departmental operations, and City policy to the extent that sound recommendations may be made to enhance productivity.
- Managing complex projects; evaluating overall project performance and monitoring specific project results.
- Keeping current with Division, Department, and City policies, procedures, terminology, regulatory codes, laws, and permit provisions within the area of assignment.
- Communicating effectively, both orally and in writing.

To Apply

Download the City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

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