

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Works  
Division of Wastewater Facilities  
Classified, GRADE 11  
40 Hour Week

**WWF MAINTENANCE FOREMAN-  
WASTEWATER TREATMENT PLANT**

GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the operations, maintenance, and upgrade of wastewater treatment plant equipment including biosolids processing as a “working foreman”; and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing routine and complex maintenance tasks and overseeing the personnel involved in the maintenance activities for the entire wastewater treatment facility under the general direction of the Superintendent, Assistant Director, or Director. Supervision is exercised over treatment plant maintenance personnel in coordination with the other supervisor/foreman positions.

ADA REQUIREMENTS: This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

EXAMPLES OF WORK: (Illustrative Only)

Schedule, prioritize and assign, the work of assigned personnel involved in the maintenance of the wastewater treatment facility;

Follow-up on maintenance work to be performed and evaluate staff efficiency;

Develop and improve a comprehensive preventative maintenance program;

Maintain maintenance records for all mechanical equipment in cooperation with staff;  
Review and insure compliance with land application permit requirements;  
Prepare monthly Sewer Advisory Board reports on plant maintenance activities;  
Review staff time and labor distribution sheets description and accuracy;  
Assist in budget preparation process for Maintenance section;  
Provide purchasing staff with sufficient information such as part numbers, descriptions, specifications, etc. to enable accurate procurement and pricing from multiple vendors;  
Review completed quotation summaries prior to transmittal to vendors;  
Coordinate maintenance work with plant operations staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, terminology, tools and equipment used in mechanical, electrical and/or building repair work; thorough knowledge of the design and maintenance requirements of pumps, valves, gauges and/or other wastewater facilities equipment; ability to plan and direct the work of maintenance staff; ability to prepare accurate reports; thorough knowledge of the occupational hazards connected with general maintenance operations; ability to observe and enforce appropriate safety precautions; ability to perform manual work; ability to establish and maintain effective working relationship with coworkers and supervisors; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D., including or supplemented by advanced technical training in electrical and mechanical repair and maintenance with considerable experience in the maintenance and repair of mechanical pump systems, heating or air conditioning equipment, plumbing installations and five year experience in the mechanical maintenance work of a wastewater facility; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must possess a valid Class F license (handling & transporting liquid wastewater) issued by the State of Delaware and any other such State required license in order to qualify and retain position. Possession and retention of a valid commercial motor vehicle operator's license (CDL) issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Certification/designation as Crane Operator. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. May be required to work weekends, holidays, and late shifts.

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Employee Acknowledgement

Eff. 10/01/07; Rev. 07/01/15; Rev. 07/01/16