



# Birch Bay Water and Sewer District

*Serving the Greater Birch Bay Area Since 1968*

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## COMMISSIONERS

Don Montfort  
Jeff Benner  
Fred Reid

## GENERAL MANAGER

Dan Eisses

## **BIRCH BAY WATER AND SEWER DISTRICT**

**JOB DESCRIPTION: Sewer Utility Foreman**

**Hourly pay range: \$26.36-\$36.03**

### **General Function:**

Under direct supervision of the Operations Department Manager, the Sewer Utility Foreman is responsible for directing labor, vehicles, equipment and materials and management of contracts for effective and efficient operation and maintenance of the wastewater treatment plant, sewer line infrastructure, wastewater pumping stations, related facilities and to ensure compliance with all District policies and procedures.. The Sewer Utility Foreman is also the lab director, responsible to maintain the required Washington state DOE laboratory accreditation and to manage laboratory equipment and procedure for all process and effluent discharge monitoring to ensure compliance with state and federal wastewater quality regulations.

### **Qualifications:**

1. Ability to work in a team situation with management and other District staff to accomplish the overall goals of the District.
2. Ability to supervise, observe principles of personnel management and maintain confidentiality.
3. Five years of WWTP and Collection system operations experience with a minimum of two years' experience as a WA DOE Certified Group 2 Wastewater Treatment Plant Operator and the ability to obtain Group III WWTPO certification.
4. Experience and education in performing laboratory analysis by the current edition of "Standard Methods for the Examination of Water and Wastewater" for the Washington State lab certification program, NPDES discharge permit monitoring and process control of the Activated Sludge treatment plant.
5. Ability to work outdoors in inclement weather.
6. Ability to lift and carry up to 50 pounds;
7. High level of electrical and/or mechanical aptitude.
8. Ability to obtain CDL certification.
9. Ability to obtain A/C Pipe Safe Work Practice
10. Ability to adhere to all safety requirements.
11. Valid Washington State driver's license.
12. Ability to obtain First Aid/CPR certification.
13. Valid Washington State Flagging and Traffic Control card.
14. Ability to work overtime and on weekends and holidays when required
15. Non-smoker
16. No full-face beards

## **Duties and Responsibilities:**

1. Maintains effective communication between employees and management, the District and its customers and with staff of other agencies.
2. Under direction of the Operations Department Manager, coordinates and assists with the work of the Sewer Utility Operators:
  - a) Operate and maintain the WWTP, the sewer collection system, pump station facilities, assigned vehicles, maintenance shop and related tools and equipment.
  - b) Perform wastewater facility landscaping maintenance. This includes the reclaimed water pumping and distribution system at the WWTP.
  - c) Implement collection system Inflow and Infiltration Program.
3. Follows and ensures compliance with District policies and procedures and with other applicable rules and regulations. This includes but is not limited to state and federal wastewater quality standards and established safety procedures.
4. Assists the Operations Department with development and monitoring implementation of the Sewer Division's budget.
5. Assists the Operations Department Manager with the WWTP laboratory including the certification program, control charting and performance evaluation sample analysis and reporting.
6. Assists the Operations Department Manager with WWTP NPDES permit monitoring, reporting, modifications, negotiations and renewal.
7. Assists the Operations Department Manager with purchasing services, materials and equipment needed for operation of the Sewer Divisions; prepares and recommends purchase orders for approval of the Operations Department Manager. This includes, but is not limited to service contracts to ensure cost-effective hauling and disposal of biosolids in conformance with DOE permitting requirements.
8. Recommends, for review of the Operations Department Manager, actions to secure effective and efficient management of the Sewer Division Labor:
  - a. Time cards
  - b. Extra time and leave requests of the Sewer Utility Operators
  - c. After hour call-outs by pager or dialer system
  - d. Weekend and Holiday WWTP checks
9. Assists the Operations Department Manager with personnel matters, such as discipline and new hires.
10. As requested by the Operations Department Manager, reviews and comments on preparation of Wastewater CIP recommendations and to implement design and construction of Wastewater CIP and DE projects.
11. Performs standby duty and carries on-call pager.
12. Resolves customer-related sewer system problems.
13. Assist other divisions as directed by the Operations Department Manager
14. Ensures that Sewer Utility Operators meet continuing education requirements for certification.
15. Performs other duties as assigned.

Updated: 4/2/2021