

City of Ashtabula
Job Description
WATER POLLUTION CONTROL MAINTENANCE FOREMAN

Department: Water Pollution Control

Hours: 7:00 a.m. to 3:00 p.m.

Monday through Friday

(with other shifts possible)

Immediate Supervisor of the Position:

WPC Superintendent and/or Assistant Superintendent

Rate of Pay: \$20.42 per hour (\$19.42 if service is less than 120 days)

General Statement of Duties:

Directs wastewater treatment plant maintenance and pump station maintenance crew in daily operations.

Examples of Duties and Responsibilities:

- Repairs and performs maintenance on wastewater treatment facilities
- Handles emergency maintenance problems and coordinates emergency response teams
- Carries out planned maintenance and preventive maintenance programs
- Makes daily maintenance decisions and schedule as delegated by the Superintendent
- Controls inventory of spare parts and equipment
- Supervises maintenance mechanics, mechanics helpers and/or equipment operators
- Prepares and maintains repair records; inventory records
- Operate all equipment (power tools, welding, etc.) used to maintain the treatment plant/pump stations
- Insures safety of public and employees during repairs and installations
- Organize crews in operational units and ensures materials are distributed to ensure task completion
- Performs all functions of a maintenance mechanic and other related work as assigned

Physical Requirements:

- Must be able to read written and schematic drawings; hear safety alarms
- Must be able to climb ladders; crawl through long narrow passages
- Must be able to lift heavy objects overhead; turn large bolts/screws
- Must be able to operate all power tools and heavy equipment used on site

Minimum Qualifications:

- Must have high school diploma or equivalent
- Must have valid Ohio Commercial Driver's License (minimum Class B)
- Five (5) years as a wastewater treatment plant/pump station maintenance mechanic with mechanical/electrical experience
- Class I WWTP Operators Certification or Sanitary Sewer Collection Certification from OEPA or an additional five (5) years of progressively responsible WWTP maintenance experience
- Demonstrate ability to communicate in written and oral form; interpret technical manuals, drawings, specifications, blueprints and layouts; and perform ordinary arithmetic, algebraic and geometric procedures.