

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Sewage Disposal Foreman		<b>Class Code:</b> 004JA1
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 1	<b>Effective Date:</b> 6-27-14
	<b>Summary</b> Incumbent supervises a variety of tasks in connection with the operation and maintenance of either a sewage disposal or water treatment plant.		

**Duties:**

- Supervises the operation and maintenance of pumps, pipes and valves to necessary move the sewage/water through the various treatment processes;
- Establishes and maintains plant procedures and operating standards;
- Checks a variety of meters and gauges to make sure that plant equipment is working properly;
- Supervises a variety of laboratory tests;
- Makes adjustments on treatment equipment if results indicate it is necessary;
- Verify readings and records of subordinates for a variety of information;
- Maintains daily log of all plant activities;
- Cleans and maintains plant equipment and property;
- Adds prescribed amounts of chemicals and gases to water and/or effluent;
- Reports damages requiring major repairs;
- Continually observes all equipment for mechanical operation;
- Oversees compliance with all protective and safety requirements in the performance of duties;
- Continually observes all equipment for mechanical operation;
- Coordinates work of other skilled and unskilled workers in the operation, maintenance and minor repairs of the plant equipment;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of the principles and practices used in the operation and maintenance of all equipment used in a water/sewage disposal plant;
- Extensive knowledge of mathematics used in making measurement conversions and in using standard mathematical formulas;
- Extensive knowledge of the use of test equipment necessary in testing and reporting the efficiency and safety of the water/sewage disposal plant;
- Ability to read a variety of meters and gauges and to make adjustments when necessary;
- Ability to read and interpret a variety of laboratory tests and to supervise the adjustment of equipment as indicated;
- Ability to obtain certification.

**Responsibility:**

Incumbent independently operates the water/sewage disposal plant of an institution making judgments and decisions within the framework of established practices, processes and procedures. Incumbent receives instructions from supervisor only in case of an emergency situation (major equipment breakdown or flood conditions). Incumbent is responsible for seeing that plant works properly and for detecting and correcting errors.

**Difficulty of Work:**

Incumbent must maintain knowledge of a variety of equipment used in the maintenance of sewage disposal and water treatment. Work involves performing a variety of moderately complex, standardized tasks requiring application of established procedures and guidelines.

**Personal Work Relationships:**

Works mainly with water/sewage plant operators, but may also have limited contact with personnel from sub-contractors to complete assignments.

**Physical Effort:**

Incumbent must climb on and move easily around heavy equipment. Incumbent routinely opens and closes heavy valves, lifts heavy equipment and tools and sometimes works in strained positions while cleaning equipment. Incumbent continuously walks up and down stairs and around the plant while checking the equipment.

**Working Conditions:**

Incumbent works inside and outside in all kinds of weather and is exposed to infections or diseases such as typhoid, paratyphoid and dysentery while cleaning equipment or shoveling sludge. The presence of gases and fumes such as methane, chlorine and carbon monoxide requires the use of safety equipment such as gas masks or respirators. Incumbent is also exposed to the danger of falling into open tanks, manholes and scum chamber. Cuts, bruises and broken bones may result from accidents.