

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Water Treatment Foreman 1		<b>Class Code:</b> 004JC1
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 1	<b>Effective Date:</b> 5-16-14
	<b>Summary:</b> Incumbent supervises a variety of tasks in connection with the operation and maintenance of a water treatment plant as defined by the Indiana State Department of Health (ISDH)		

**Duties:**

- Supervises the operation and maintenance of pumps, pipes and valves to move the water through the various treatment processes;
- Checks a variety of meters and gauges to make sure that plant equipment is working properly;
- Checks chlorinators for the right setting, leaks, water pressures and proper feed;
- Checks belts, motors, pumps, airlines and chlorine control and makes adjustments if necessary;
- Supervises a variety of laboratory tests including raw water examination, settleable solids test, final effluent test and residual chlorine tests;
- Makes adjustments on treatment equipment;
- Verifies reading and records a variety of information including such things as running time, quantity of raw water and the number of times drawn, amount of chlorine used and factor raw water;
- Teaches offenders in water treatment operations and maintenance;
- Maintains daily log of all plant equipment and property which includes such tasks as replacing worn out equipment, painting equipment and making minor equipment repairs;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of, and the ability to operate and maintain, all equipment used in a water treatment plant;
- Extensive knowledge of the use of test equipment necessary in testing and reporting the efficiency and safety of the water treatment plant;
- Ability to supervise the work of others;
- Ability to read a variety of meters and gauges and make adjustments when necessary;
- Ability to interpret a variety of laboratory tests and to supervise the adjustment of equipment as indicated;
- Effectively communicate, both orally and in writing;
- Certification as a water treatment plant operator in State Operated Facility (SOF) as defined by ISDH.

**Difficulty of Work:**

Incumbent independently operates the water treatment plant of a state facility making independent judgments and decisions concerning complex issues within the framework of established practices, processes and procedures.

**Responsibility:**

Incumbent receives instruction from supervisor only in case of an emergency situation (major equipment breakdown or flood conditions) and is responsible for seeing that plant works properly. Incumbent detects and corrects errors.

**Personal Work Relationships:**

Incumbent has working contacts with federal, military and state staff, offenders, customer representatives, outside contractors and vendors.

**Physical Effort:**

Incumbent must climb on, and move easily around, heavy equipment. Incumbent occasionally 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 plant while checking the equipment.

**Working Conditions**

Incumbent is exposed to gases and fumes from chemicals used in water treatment that are required to clean out sludge from vats. Incumbent is also exposed to the danger of falling into open tanks and the danger of working with equipment such as pumps. In addition, incumbent is exposed to the danger of supervising offenders on a continuous basis.