

Water System Maintenance Foreperson

SUMMARY/PURPOSE

To coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. Oversee Water Plant and related facility maintenance and maintenance projects, and ensure satisfactory completion of projects and maintenance activities.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for emergency and corrective issues with operations/systems and make appropriate contact with proper vendors, contractors, or City staff.
2. Act on behalf of the Water Plant Supervisor upon request or during absence.
3. Oversee assigned personnel, projects, and implementation of Geographical Information System (GIS) and asset management work order system.
4. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects and staff within the defined project scope.
5. Plan, schedule, and prioritize installation and maintenance projects through to completion.
6. Provide direction and assistance to staff, contractors, vendors and others involved in operations, system and project problem solving.
7. Communicate project and maintenance information to applicable staff.
8. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump station.
9. Identify and predict maintenance projects before equipment failure occurs.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites, providing direction requiring corrective and emergency repairs to service with established methods, guidelines, equipment, and procedures.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Operate Treatment Plant as necessary.
17. Assist with lab activities/samples (lead, copper, bacteria, jar tests, labs, etc.) as determined by Lab Chemist/Supervisor.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.

21. Coordinate and perform emergency, corrective, and preventative maintenance and programs for the City.
22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
25. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years of full-time, verifiable professional experience operating at a Class A or B water treatment facility/system performing inspections, preventative, emergency, or corrective maintenance.
 - B. Project management experience preferred.
 - C. Leadership experience preferred.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
 - C. Possession of a Minnesota Class A or B Water Supply System Operator's Certificate.
3. Knowledge Requirements
 - A. Knowledge of operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
 - B. Knowledge of basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
 - C. Knowledge of materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
 - D. Knowledge of methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
 - E. Knowledge of operational characteristics of maintenance and construction equipment and tools used in work activities.
 - F. Knowledge of proper procedures used in the maintenance and repair of hand and power tools.
 - G. Knowledge of project management fundamentals.
 - H. Knowledge of basic mathematical skills.
 - I. Knowledge of basic computer skills.
 - J. Knowledge of basic principles and practices of recordkeeping.
 - K. Knowledge of occupational hazards and standard safety practices.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
 - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

- P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in operation and maintenance of tools and equipment used at the Water Plant and pump stations.
 - B. Skill in directing and leading others in project work.
 - C. Skill in communicating logically and accurately in oral and written forms.
 - D. Skill in evaluating and analyzing operational methods and procedures.
 - E. Skill in managing and tracking projects.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time and the time of others.
 - H. Skill in completing assignments accurately and with attention to detail.
 - I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
 - B. Ability to direct and lead work and delegate work assignments.
 - C. Ability to evaluate and analyze operations and procedures.
 - D. Ability to read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
 - E. Ability to work with consultants, outside vendors, and engineers.
 - F. Ability to work independently while functioning as a team member.
 - G. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - H. Ability to use good judgment in decision-making.
 - I. Ability to exhibit leadership qualities of dependability and accountability.
 - J. Ability to plan and perform maintenance and emergency work.
 - K. Ability to develop workcrews and equipment schedules.
 - L. Ability to interpret safety rules and apply them to hazardous situations.
 - M. Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
 - N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - O. Ability to communicate and interact effectively with members of the public.
 - P. Ability to communicate effectively both orally and in writing.
 - Q. Ability to recognize, analyze, and solve a variety of problems.
 - R. Ability to organize and prioritize work while meeting multiple deadlines.
 - S. Ability to handle difficult and stressful situations with professional composure.
 - T. Ability to work successfully as a member of a team and independently with minimal supervision.
 - U. Ability to train and lead others.
 - V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - W. Ability to enforce safety rules and regulations.
 - X. Ability to maintain confidential information.
 - Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: HD	Union: Basic	EEOC: Technicians	CSB: 08/26/2025	Class No: 3136
WC: 7520	Pay: 34	EEOF: Utilities/Transportation	CC:	Resolution:
Title change from Water Plant Maintenance Coordinator (24-0256R; 04/08/2024)				

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