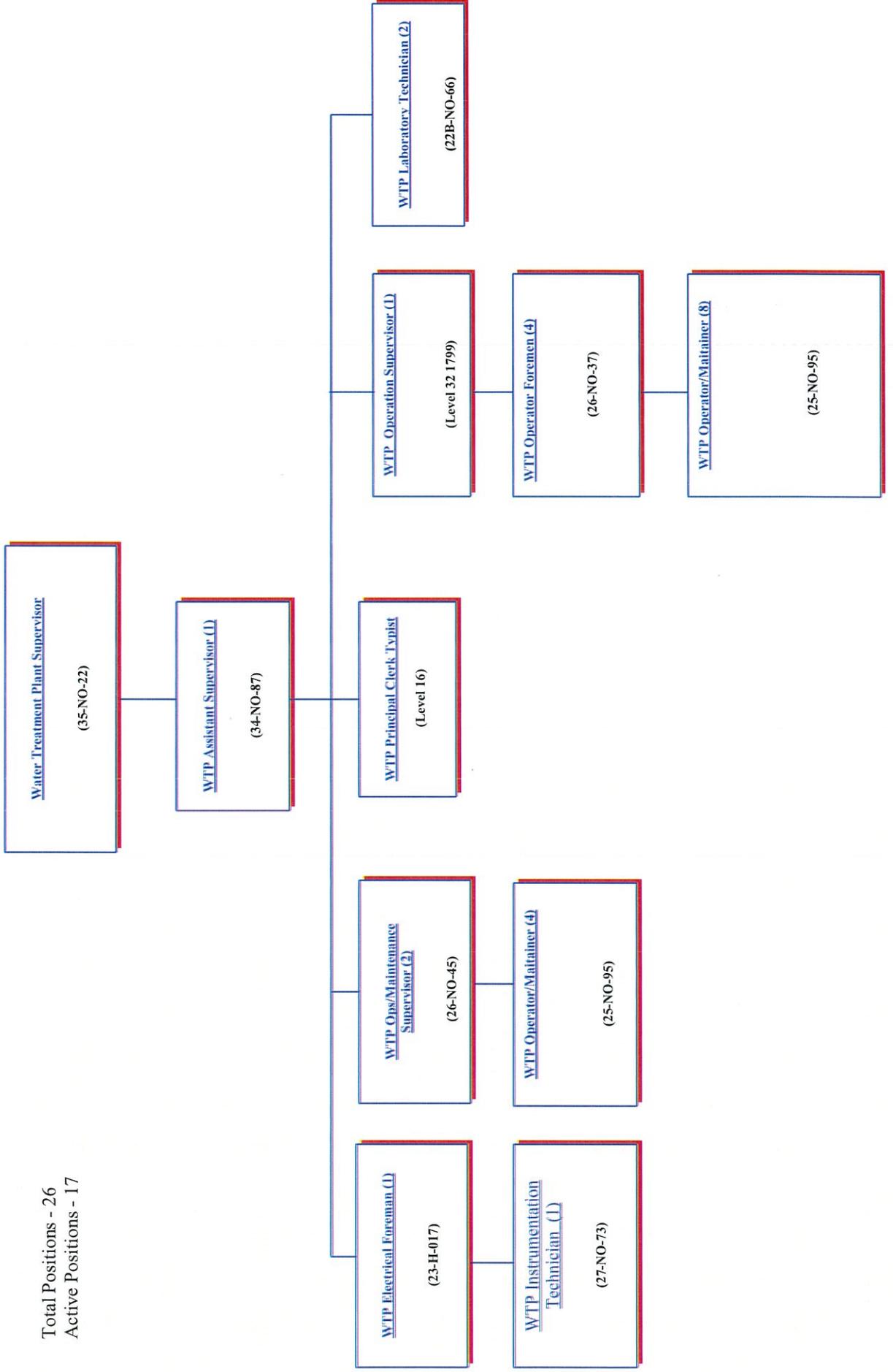


# WATER TREATMENT PLANT

## Personnel Organization Chart

Total Positions - 26  
Active Positions - 17



**CITY OF FLINT**  
**Position Description**

Class Title:	Water Plant Operator Trainee	Job Code Number:	12-N-001
Established:	October 22, 1974	Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Under an on-the-job training program with close supervision, maintains, operates and repairs water pumping, softening, disinfecting and other treatment equipment; performs related work as required. (After six (6) months experience as a Water Plant Operator Trainee, the employee will be eligible for examination for promotion to Water Plant **Operator/Maintainer**).

**SUPERVISION RECEIVED:** Works under the direct supervision of the Water Plant Maintenance Supervisor or Water Plant Operations Foreman or another employee of higher grade who assigns work, provides assistance when needed and reviews work for satisfactory completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Inspects, cleans adjust and repairs water plant equipment such as filter beds, valves, controllers, recording gauges, coagulators, chlorinators, chemical feeders, softening equipment, sump and sludge pumps, compressors, pumps and motors.
2. Maintains, operates, and repairs settling basins, clear wells, hydraulic valves, and pumping equipment; operates and maintains dams.
3. Performs routine inspections of water treatment equipment and facilities; performs record keeping functions with regard to such inspections.
4. Backwash and cleans filters, checks filter valves, records loss of head, rate of flow; installs, and repairs water lines.
5. Takes water samples and makes simple chemical test such as hourly chlorine residuals of tap settled and effluent water; makes turbidity and coagulation tests.
6. Assists in maintaining and repairing plant buildings and appurtenances.
7. Loads and unloads material and supplies.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Education equivalent to completion of high school.
- B. Working knowledge of the methods, practices, tools, and materials used in the mechanical trades.
- C. Ability to perform mathematical calculations involving algebra and geometry.
- D. Ability to perform semi-skilled maintenance task as directed.
- E. Ability to use common hand tools with a reasonable degree of skill.
- F. Ability to meet the physical, mental and visual standards of the job.
- G. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, or equipment.

**NECESSARY SPECIAL REQUIREMENT:**

- Possession of a valid State of Michigan Driver's License at the time of application.

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History:**

Established CSC Mtg: 10-22-74  
Revised: Personnel 06-27-78, 02-27-80, 04-15-85, 12-07-89  
Revised & re-titled: Personnel 02-07-97 (formerly Water Trainee)  
Revised: Human Resources 08/06/08  
Revised: Human Resources 07/13/15

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF FLINT**  
**Position Description**

Class Title: Water Plant Operator/Maintainer	Job Code Number: 19-N-095
Established: August 6, 2008	Bargaining Unit: Local 1600

**GENERAL STATEMENT OF DUTIES:** Repairs and maintains Water Plant property and equipment including buildings and grounds, water treatment equipment, pumping stations and reservoirs, water supply facilities and related facilities and equipment, dams and freshwater reservoirs; performs related work as required. (After twelve (12) months experience in the position of Water Plant Operator/Maintainer and possession of an MDEQ F4 license, the employee will be promoted to the position of Water Plant Senior Operator/Maintainer.)

**SUPERVISION RECEIVED:** Works under the direct supervision of the Water Plant Maintenance Supervisor or Water Plant Operations Foreman or another employee of higher grade who assigns work, provides assistance when needed and reviews work for satisfactory completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Repairs and maintains water pumping and distribution equipment including, but not limited to, metering and control, power generation, switch-gear, pumps, and related equipment.
2. Repairs and maintains water treatment equipment including chlorinators, chemical handling and feed equipment, filtration system components, clear-wells, piping systems and control structures.
3. Maintains and operates dams, reservoirs, and associated land areas.
4. Performs routine building maintenance tasks including some custodial work, maintains grounds including mowing of lawn and maintenance of lawn and garden equipment and related work.
5. Chlorinate and test new water mains.
6. Assists in inspection and maintenance of elevated water storage tanks.
7. Repairs and maintains steam boiler, related heating system components and other HVAC equipment.
8. Performs arc and gas welding and cuts steel.
9. Inspects, operates and adjust filters, coagulators, chlorinators and other disinfection system components, chemical feeders and clarification equipment and treatment plant process control equipment; performs record keeping functions with regards to such equipment.
10. Backwashes, operates, and cleans filtration and lime and slaker components; performs record keeping functions and changes charts on various instrumentation system components.
11. Collects sample and perform chemical and bacteriological analysis such as chlorine residual, coliform, P/A tests, and turbidity analysis within the plant and distribution system.
12. Monitors SCADA System periodically when needed.
13. Inspects, adjusts, collects samples, and performs routine maintenance on steam and hot water boilers.
14. Changes Chlorine containers, checks for leaks, and makes repair to equipment.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Six (6) months experience as a Water Plant Operator Trainee.
- B. Experience in mechanical maintenance and repair including basic trouble- shooting in such aspects as industrial equipment or HVAC equipment.
- C. Knowledge of the construction, design, and function(s) of water filtration, water pumping and chemical feeding equipment.
- D. Working knowledge of the methods, practices, tools, and materials used in water treatment and pumping plant maintenance and repair work.
- E. Familiarity with the construction, design and function(s) of water filtration, water pumping and chemical feeding equipment.
- F. Ability to perform complex mathematical calculations involving algebra and geometry.
- G. Ability to understand and work from sketches, drawings, O&M manuals and blueprints.
- H. Ability to keep routine records and prepare written reports.
- I. Reasonable skill in analyzing trouble and making appropriate adjustments and repairs to operating equipment.

- J. Ability to meet the physical, mental and visual standards of the job.
- K. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, or equipment.
- L. Completion of approved coursework in or demonstrated ability to perform arc and gas welding or small engine repair or pump and motor troubleshooting and repair.
- M. Ability to perform routine chemical analysis.
- N. Skilled in the use of tools necessary to perform overhaul and repair functions on a variety of equipment.
- O. Ability to read and interpret measuring and testing devices connected with plant operation.
- P. Ability to understand and execute specific oral and written instructions.
- Q. Ability to detect audible changes in the operation of Water Plant equipment and to respond to audible alarms.
- R. Ability to effectively communicate with coworkers and customers in person, over the telephone and through the use of other communication methods.

**NECESSARY SPECIAL REQUIREMENT:**

- Possession of a valid State of Michigan Driver's License

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History:**

Established: Human Resources 08/06/08  
(replaces Water Plant Operator)

Revised Due to 2014 Reorg: Human Resources 02/08/16

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF FLINT**  
**Position Description**

Class Title:	Senior Operator/Maintainer	Job Code Number:	25-N-095
Established:	August 6, 2008	Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Operates, repairs and maintains Water Plant property and equipment including buildings and grounds, water treatment equipment, pumping stations and reservoirs, water supply facilities and related facilities and equipment, dams and freshwater reservoirs; performs related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Water Plant Maintenance Supervisor or Water Plant Operations Foreman or another employee of higher grade who assigns work, provides assistance when needed and reviews work for satisfactory completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Operates, repairs and maintains water pumping and distribution equipment including, but not limited to, metering and control, power generation, switch-gear, pumps, and related equipment.
2. Operates, repairs and maintains water treatment equipment including chlorinators, chemical handling and feed equipment, filtration system components, clear-wells, piping systems and control structures.
3. Operates, maintains and operates dams, reservoirs, and associated land areas.
4. Performs routine building maintenance tasks including some custodial work, maintains grounds including mowing of lawn and maintenance of lawn and garden equipment and related work.
5. Chlorinate and test new water mains.
6. Assists in inspection and maintenance of elevated water storage tanks.
7. Operates, repairs and maintains steam boiler, related heating system components and other HVAC equipment.
8. Performs arc and gas welding and cuts steel.
9. Inspects, operates and adjust filters, coagulators, chlorinators and other disinfection system components, chemical feeders and clarification equipment and treatment plant process control equipment; performs record keeping functions with regards to such equipment.
10. Backwashes, operates, and cleans filtration and lime and slaker components; performs record keeping functions and changes charts on various instrumentation system components.
11. Collects sample and perform chemical and bacteriological analysis such as chlorine residual, coliform, P/A tests, and turbidity analysis within the plant and distribution system.
12. Monitors SCADA System periodically when needed.
13. Inspects, adjusts, collects samples, and performs routine maintenance on steam and hot water boilers.
14. Changes Chlorine containers, checks for leaks, and makes repair to equipment.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. One (1) year experience as a Water Plant Operator/Maintainer.
- B. Experience in mechanical maintenance and repair including basic trouble- shooting in such aspects as industrial equipment or HVAC equipment.
- C. Knowledge of the construction, design, and function(s) of water filtration, water pumping and chemical feeding equipment.
- D. Working knowledge of the methods, practices, tools, and materials used in water treatment and pumping plant maintenance and repair work.
- E. Familiarity with the construction, design and function(s) of water filtration, water pumping and chemical feeding equipment.
- F. Ability to perform complex mathematical calculations involving algebra and geometry.
- G. Ability to understand and work from sketches, drawings, O&M manuals and blueprints.
- H. Ability to keep routine records and prepare written reports.
- I. Reasonable skill in analyzing trouble and making appropriate adjustments and repairs to operating equipment.
- J. Ability to meet the physical, mental and visual standards of the job.

- K. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, or equipment.
- L. Completion of approved coursework in or demonstrated ability to perform arc and gas welding or small engine repair or pump and motor troubleshooting and repair.
- M. Ability to perform routine chemical analysis.
- N. Skilled in the use of tools necessary to perform overhaul and repair functions on a variety of equipment.
- O. Ability to read and interpret measuring and testing devices connected with plant operation.
- P. Ability to understand and execute specific oral and written instructions.
- Q. Ability to detect audible changes in the operation of Water Plant equipment and to respond to audible alarms.
- R. Ability to effectively communicate with coworkers and customers in person, over the telephone and through the use of other communication methods.

**NECESSARY SPECIAL REQUIREMENT:**

- Possession of a valid State of Michigan Driver's License and maintain operational status. ~~MDEQ-F4 license at time of application.~~
- Ability to obtain fit test certification with respirator on an annual basis and maintain certification (facial hair and other articles must be maintained in a manner as to not interfere with the seal).
- Ability to obtain and maintain a confined space entry attendant and entrant certification.
- Ability to obtain and maintain the following hazardous waste operations and emergency certifications: First Responder Awareness, First Responder Operations.

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History:**

Established: Human Resources 08/06/08  
(replaces Water Plant Operator)

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF FLINT**  
**Position Description**

Class Title:	Water Plant Operations Foreman	Job Code Number:	26-N-037
Established:	October 3, 1985	Bargaining Unit:	Local 1799

**GENERAL STATEMENT OF DUTIES:** Plans, supervises and participates in the operation of a 36 MGD lime softening water treatment facility, the operation and regulation of the water flow to the City of Flint and within the City's and County's distribution system through the utilization of a Supervisory Control and Data Acquisition (SCADA) system, lime softening, residual management, chemical feed, and other water treatment processes. Supervises and participates in the operation and maintenance of the Water Plant facilities including: high and low service pumping, electric motors, engines, auxiliary equipment pump stations and reservoirs. Supervises and maintains water system and facilities security (such as facility lockup, employee supervision, etc.) after normal working hours, on holidays and on weekends. Performs related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a higher grade who reviews work and performance for effectiveness.

**SUPERVISION EXERCISED:** Exercises supervision over operating personnel and trainees and maintenance employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in the operation of reciprocating pumps, centrifugal pumps, diesel generators, diesel engines, electric motors and other plant equipment and remote pump station equipment. Consults with laboratory staff for proper chemical feed rates.
2. Evaluates water consumption and controls pressures and flows. Supervises and participates in the regulation of the City's water distribution system flows and pressures including elevated storage, ground storage pump stations and control stations.
3. Supervises and/or individually performs operations necessary to start, change or shut down pump station equipment, and to open or close or position manual, semi-automatic or automatic valves as demands for water loads increase or decrease.
4. Supervises and participates in the operation of the Flint River and tributaries, dams, and regulations of flows during normal flow conditions; makes dam gate changes and directs implementation of all changes. Notifies supervisor when flooding conditions arise.
5. Evaluates the performance of subordinates; maintains and reviews time cards for employees under his direct supervision; schedules and assigns work schedules for employees under his direct supervision.
6. Reviews, prepares and maintains records; makes periodic inspections of equipment and reads and records all metering devices on both written and electronic reports.
7. Supervises operations and laboratory analysis. Advises and makes recommendations concerning the operation of the plant, pump stations, potable water reservoirs, pipeline control stations and river dams and reservoir levels.
8. Provides job training to employees in all phases of the water treatment and supply operations. Recommends training assignments and evaluates the performance of trainees.
9. Supervises the operation of a 36 MGD lime softening plant, including responsible supervision over operations, laboratory, as required maintenance and clerical staff. Responsible for meeting all Federal and State drinking water quality standards.
10. Supervises and operates chemical feed systems for the efficient treatment of surface water. Responsible for individual and staff compliance with all applicable safety rules and regulations for the proper handling of various classes of chemicals.
11. Supervises and operates a Supervisory Control and Data Acquisition system utilized in the management of a drinking water production and supply system.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Two (2) years experience as a Water Plant Operator/Maintainer and possession of an MDEQ F-4 Waterworks System Operator Certification OR Two (2) years operational experience in a lime softening Municipal water treatment plant and possession of an MDEQ F-4 Waterworks System Operator Certification.
- B. Working knowledge of electric powered machinery, reciprocating and centrifugal pumps, electronic monitoring and control systems and auxiliary equipment and their operation.

**MINIMUM ENTRANCE REQUIREMENTS (cont.):**

- C. Working knowledge and ability to operate a PC workstation, including word processing, spreadsheet, e-mail and database applications.
- D. Considerable knowledge of pump and pump practices.
- E. Ability to make minor mechanical repairs.
- F. Ability to read and interpret measuring devices connected with plant operation and to keep log records in both written and electronic formats of such readings.
- G. Skill in determining working condition of equipment, in detecting flaws or defects in operation, and in recognizing and taking proper precautions.
- H. Ability to establish and maintain harmonious working relationships with plant personnel, supervision and the public.
- I. Written and verbal communication skills requisite to maintain information exchange among plant staff, vendors, contractors, other City staff and the public.
- J. Ability to work from blueprints, diagrams, and repair manuals.
- K. Knowledge of the occupational hazards connected with Water Plant operations and of standard safety procedures.

**NECESSARY SPECIAL REQUIREMENT(S):**

- Possession of a valid State of Michigan driver's license at the time of application.
- Possession of a valid State of Michigan Department of Environmental Quality Waterworks System Operator F-4 Certification at the time of application and the ability to obtain a valid MDEQ Waterworks System Operator F-3 Certification after within 1 year of appointment.
- If in the event an employee does not obtain a valid State of Michigan Plant Operator's License within 1 year, the employee will return to their prior classification.
- Completion of the California State Sacramento series in operation of water treatment plants (Vol. 1 and Vol. 2)
- Ability and willingness to work various work schedules, shifts, and days.
- Ability to obtain a fit test certification with respirator on an annual basis and maintain certification (facial hair and other articles must be maintained in a manner as to not interfere with the seal).
- Ability to obtain and maintain a confined space entry attendant, entrant, and rescue team certification.
- Ability to obtain and maintain the following: hazardous material operations and emergency response certifications; first responder awareness, first responder operations, hazardous materials technician, hazardous materials specialist and assist or become the on-scene incident commander.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to handle or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. The employee is required to occasionally wear a respirator and self-contained breathing apparatus. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is usually moderate, except during the operation of heavy maintenance of water plant equipment when noise levels may be loud.

**Classification History**

Established: 10/03/85

Revised: 11/22/93

Revised: Human Resources 09/18/03

Reallocated: Human Resources 07/01/08

Revised: Human Resources 07/17/08

Revised & Reallocated: 05/21/15

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF FLINT**  
**Position Description**

Class Title: Water Plant Laboratory Technician	Job Code Number: 25-N-066
Established: January 22, 1987	Bargaining Unit: Local 1600

**GENERAL STATEMENT OF DUTIES:**

Assists in the performance of routine physical, chemical and bacteriological analysis, collects samples, acquires data from various sources, enters data into computer programs and performs related work as required. May perform operations and maintenance duties as needed.

**SUPERVISION RECEIVED:**

Works under the direct supervision of an employee of higher level who trains, instructs, assigns, evaluates and reviews work performance for conformance to standard procedures, laboratory protocols and work rules.

**SUPERVISION EXERCISED:**

May exercise technical leadership over lower level employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs physical analysis such as pH, color, turbidity, temperature, total and suspended solids, jar tests and all related quality control and quality assurance procedures.
2. Performs chemical analysis such a total hardness, alkalinity, fluoride, chloride, chlorine, phosphorus, nitrogen and ammonia and related tests as directed.
3. Assists in the calibration and maintenance of laboratory equipment and facilities.
4. Performs microbiological analysis such as total coliform, fecal coliform, heterotrophic plate count, plankton identification and enumeration, and the preparation of all media related to microbiological testing.
5. Collects samples from a variety of water treatment plant, collection and distribution system locations in an investigative and compliant manner using proper protocol, techniques and apparatus.
6. Answers customer questions regarding water quality and conducts investigations as directed.
7. Utilizes computers and various application programs such as database, word processing, spreadsheets, drafting and drawing programs, and the Internet.
8. Assists in the preparation of routine and special reports.
9. Conducts analysis for all regulatory drinking water requirements.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. An Associate of Science degree or two (2) years of college education with at least twenty (20) cumulative semester hours of study in mathematics and science including chemistry and biology or one (1) year of full-time paid work experience performing quantitative chemical analyses.
- B. Working knowledge of biology, microbiology, chemistry and computers.
- C. Ability to manipulate, assemble and handle laboratory and other heavy equipment.
- D. Ability to prepare and maintain accurate and detailed records and reports using a computer.
- E. Ability to follow oral and written technical instructions.
- F. Ability to perform chemical, physical and biological analyses using standard methods.
- G. Ability to wear a respirator and self-contained breathing apparatus.
- H. Ability to effectively communicate ideas orally in English.

- I. Ability to work effectively with employees, customers and the public.

**Water Plant Laboratory Assistant – pg. 2**

**NECESSARY SPECIAL REQUIREMENT:**

- Must possess and maintain a valid Michigan Driver's License.
- Must obtain a Michigan F-4 Water Plant License within two (2) years of appointment and complete all necessary requirements to maintain certification.
- Ability to work weekends, holidays and shift work as required.

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History**

Established: 01/22/87

Revised: 05/10/02

Reallocated (Wage Inequity): 11/16/08

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF FLINT  
Position Description**

Class Title: <b>Water Plant Maintenance Supervisor</b>	Job Code Number: <b>26-N-045</b>
Established: <b>February 6, 1984</b>	Bargaining Unit: <b>Local 1799</b>

**GENERAL STATEMENT OF DUTIES:** Supervises and participates in the installation, maintenance, repair operations, and general operation maintenance of the Water Plant and water distribution pumping stations, reservoirs, dams, and transmission facilities; performs related work as required. May perform operational duties as needed.

**SUPERVISION RECEIVED:** Works under the supervision of an administrative employee of higher grade who reviews work and performance for effectiveness.

**SUPERVISION EXERCISED:** Exercises supervision over employees engaged in the installation, operation, maintenance and repair of the City's Water Plant and related facilities and operations as necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Confers with supervisor regarding water facility general work plans and progress; gives recommendations for operation and maintenance programs including manpower, equipment and supplies required.
2. Supervises daily maintenance activities, issues assignments using both written orders and/or oral instructions; assists workers in maintenance activities as required; maintains and monitors employee overtime distribution.
3. Supervises and/or participates in the installation, maintenance and repair of water pumping and distribution equipment including metering and control, power generation and distribution, switchgear, pumps and heating system; and water purification equipment, including chlorinators, chemical handling and filtration equipment, clearwells and control structures.
4. Supervises and/or participates in the maintenance and operation of dams, reservoirs, and associated land areas.
5. Supervises maintenance of building and grounds including structural, custodial and lawn work.
6. Supervises the maintenance of vehicles and equipment; schedules repairs and preventative maintenance.
7. Supervises the chlorination and testing of new water and appurtenances.
8. Plans, organizes, assigns and supervises personnel in the daily performance of various maintenance activities, including pump repair and rebuilding; equipment alignment and equipment lubrication; building and grounds maintenance, painting and custodial duties throughout the plant. Trains subordinates and assures proper corrective and preventative maintenance for all Water Plant mechanical equipment; performs skilled maintenance tasks as required.
9. Monitors and insures that the safety procedures and practices are consistently followed by maintenance personnel in accordance with the requirements of OSHA, MIOSHA and the City's safety programs.
10. Assists in onthejob training of the maintenance staff in their assigned tasks, makes recommendations on training assignments, and evaluates performance. Instructs maintenance personnel in proper use of tools and equipment.
11. Plans, supervises and participates in the painting, plumbing, carpentry, masonry, HVAC equipment and repair activities. Implements safety procedures and directs personnel accordingly.
12. Participates in all plant safety programs such as: respiratory protection program, confined space entry program, process safety, hazardous waste operations, and emergency response, laboratory hygiene, ladder safety, electrical lockout, asbestos awareness, and right to know.
8. Confers with Laboratory staff, operations foreman and operating personnel concerning plant performance and condition of equipment; develops work schedules and reviews logs and daily plant records; makes investigations, reports (and recommendations) to supervisor relative to plant improvement and alterations; requisitions materials and supplies, and purchases equipment, parts and supplies from local suppliers.
9. Assists in the supervision, operation, maintenance and repairs of a water filtration plant.

10. Assists in the supervision of the maintenance and repairs of a source of water supply consisting of surface reservoirs, dams, and a ~~72'~~ concrete water aqueduct.
11. Performs skilled maintenance tasks as required and operates the system facilities for brief periods during emergencies.
12. Maintains records of work performed, operating supplies and equipment records, and equipment records and equipment reference files.
13. Assists in the documentation of time cards.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Four (4) years experience in operating, repairing and maintaining water treatment equipment and facilities; two (2) years must be at a Operator Maintainer or Foreman level. Comparable experience in wastewater treatment or in a large industrial environment may be substituted on a year for year basis.
- B. Considerable knowledge of the methods, practices, tools and materials used in the operation of a water plant facility including the basic elements of designing and maintaining of a water plant power distribution system including wiring fundamentals, selection and application of protective devices, motor controls, instrumentation, and metering.

**MINIMUM ENTRANCE REQUIREMENTS: (con't)**

- C. Knowledge of safety equipment and methods to be utilized in performing work in a safe manner.
- D. Ability to detect faulty equipment and/or operation and to determine methods of repair.
- E. Ability to operate a personal computer and to work with work processing programs, basic spreadsheets and maintenance management programs.
- F. Ability to work from sketches, prints, electrical diagrams, and oral or written instructions.
- G. Ability to plan, lay out, schedule, assign and check the work performed by maintenance personnel and to deal tactfully and effectively with subordinates.
- H. Ability to develop and maintain records.
- I. Ability to meet the physical, mental, and visual standards of the job.
- J. Ability to obtain fit test certification with respirator on an annual basis and maintain certification (facial hair and other articles must be maintained in a manner as to not interfere with the seal).
- K. Ability to obtain and maintain a confined space entry attendant and entrant certification.
- L. Ability to obtain and maintain the following hazardous waste operations and emergency certifications: First Responder Awareness, First Responder Operations.

**NECESSARY SPECIAL REQUIREMENT(S):**

- A. Possession of MDEQ Waterworks System Operator Certification F-4, S-4 or ability to obtain within two (2) years of appointment.
- B. Possession of a valid State of Michigan driver's license.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

The employee must frequently lift and/or move up to 200 pounds. The employee is required to occasionally wear a respirator and self-contained breathing apparatus. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is usually moderate, except during the operation of heavy maintenance of water plant equipment when noise levels may be loud.

**Classification History**

Established: Personnel 02/06/84

Revised: Personnel 02/10/98

Revised & Reallocated: Human Resources 02/21/03

Revised: Human Resources 05/05/03

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**CITY OF FLINT**  
**Position Description**

Class Title:	Water Plant Assistant	Job Code Number:	30-N-021
Supervisor			
Established:	September 30, 1983	Bargaining Unit:	Local 1799

**GENERAL STATEMENT OF DUTIES:** Assists in the planning, directing, and administering of various programs related to water treatment; assists in the supervision of the Water laboratory and compliance personnel; assists in the direction of process and research projects; performs related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of an administrative employee who reviews work through conferences and written and oral reports.

**SUPERVISION EXERCISED:** Exercises supervision over employees engaged in laboratory operations, maintenance, analysis, compliance activities, and process and research projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists in the planning, directing, and administering of various programs related to water treatment.
2. Assists in the formulation, implementation, and enforcement of policies relating to the laboratory and compliance activities.
3. Assists in supervising laboratory personnel engaged in a variety of physical, chemical, and biological analyses. Assists in supervising and participates in laboratory research projects. Evaluates laboratory analysis findings and recommends treatment process changes as necessary.
4. Assists in planning, directing, monitoring, and evaluating water treatment process and compliance. Consults with federal, state, local and industrial/commercial officials regarding drinking water matters.
5. Assists in the planning, implementation, and evaluation of policies and actions relating to the Program of Effective Residuals Management.
6. Supervises the investigation of complaints received pertaining to drinking water and surface water. Monitors, coordinates, and initiates appropriate actions to resolve problems associated with water treatment.
7. Confers with federal, state, and local officials on performance and conformance matters.
8. Establishes and maintains plan files of blueprints, drawings, diagrams, and procedures and operations and maintenance manuals.
9. Supervises, prepares, or assists in preparing a variety of records and reports, such as conformance and performance reports, calendar and annual reports, work schedules, laboratory and compliance records, and the divisional budget.
10. Requisitions laboratory and compliance services, equipment, and supplies.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. A Bachelor's Degree in the physical or biological sciences, including coursework in water-water-wastewater technology, environmental technology, or environmental engineering.
- B. At least three (3) years of full-time paid laboratory experience performing compliance activities or chemical and microbiological tests of drinking, sanitary, and surface waters, or related laboratory experience. One year of such experience must have been in the classification of Laboratory Technician and three (3) years Operations Foreman or Chemist. Considerable knowledge of the chemical, microbiological, and physical science concepts related to the analysis and treatment of water and wastewater.
- C. Working knowledge of the modern principles and practices of water treatment and disposal.
- D. Working knowledge of the federal, state and local drinking water and regulations and ordinances.
- E. Ability to prepare difficult and detailed records and reports.
- F. Ability to deal effectively with industrial representatives, government officials, the general public, fellow employees, and subordinates.
- G. Ability to establish and maintain an effective public relations program.
- H. Ability to meet the physical, mental and visual standards of the job.
- I. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons and equipment.

**NECESSARY SPECIAL REQUIREMENT(S):**

- Possession of a valid State of Michigan driver's license at time of appointment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

**Classification History:**

Established: Personnel 09/30/83

Revised: Personnel 05/03/89, 11/19/97

Revised & Reallocated (Wage Inequity) 11/15/08

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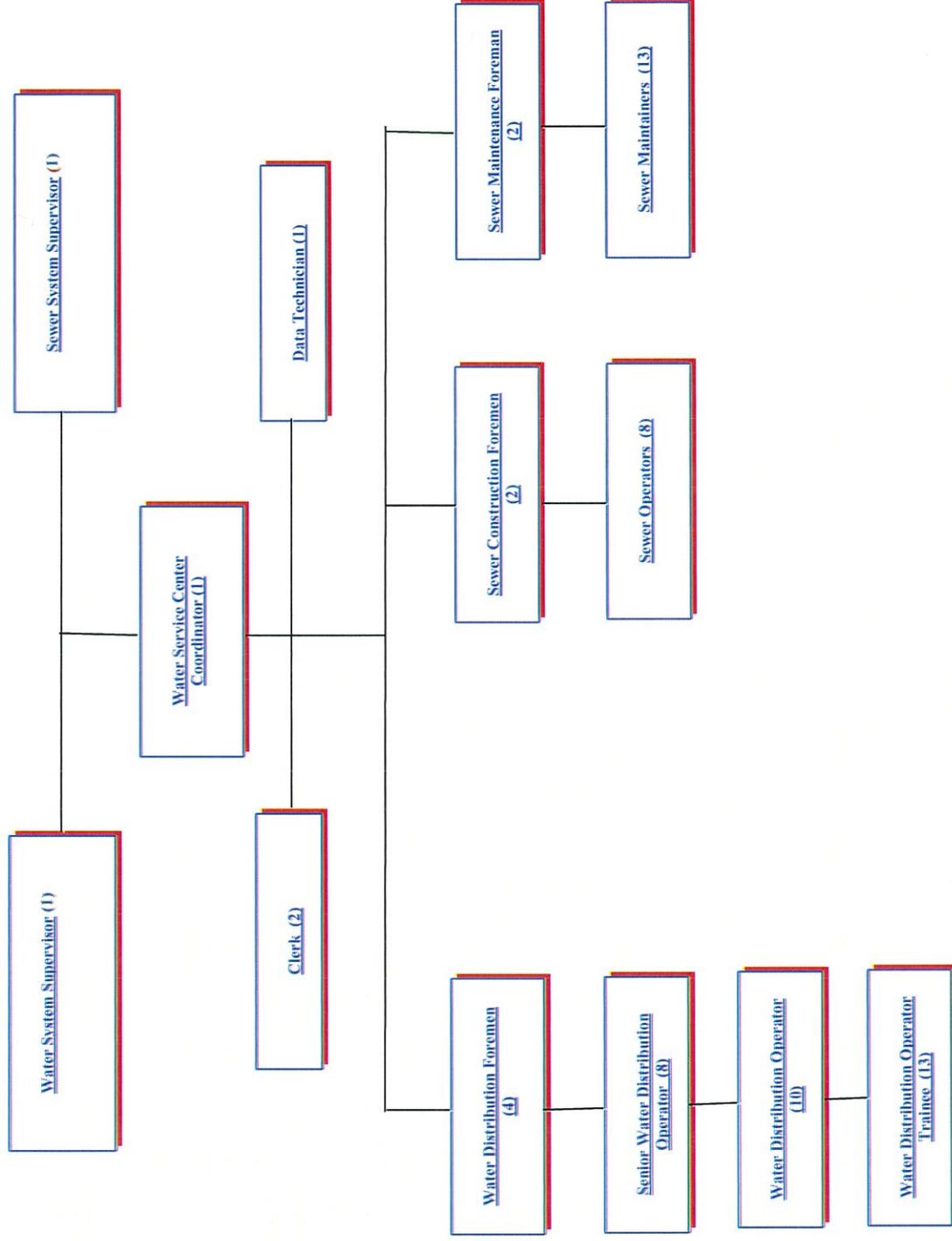
# WATER SERVICE CENTER

## Personnel Organization Chart

Water System

Total Positions - 37

Active Positions - 27



**CITY OF FLINT**  
**Position Description**

Class Title:	Water Distribution Operator Trainee	Job Code Number:	16-N-035
Established:	June 26, 1961	Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Under an on-the-job training program with close supervision installs, maintains and repairs water mains, valves, meters, hydrants and other appurtenances of the water supply system; performs related work as required. As the training progresses, supervision may be proportionately decreased and the responsibility of assignments increased. After completion of 2080 paid working hours, not including overtime, of on-the-job training, in the Water Service Center Division, the training period will be considered complete and the employee eligible for examination for promotion to Water Distribution Operator.

**SUPERVISION RECEIVED:** Works under the direct supervision of a foreman or employee of a higher grade who assigns work and checks for proper performance of duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Installs water mains and new service lines; inserts tapping valves for new mains and service lines.
2. Lays and repairs water mains; repairs gate valves; installs, repairs and tests fire hydrants; constructs and repairs wells on line gates.
3. Installs service connections, including tapping water main and laying service pipe; connects and disconnects shut-off valves and stop box; digs and back-fills trenches; locates and digs up curb boxes as necessary; thaws frozen lines in winter.
4. Caulks joints, cuts pipe, cuts out broken pipe, puts on sleeves, shuts off gate valves, repairs stuffing boxes.
5. Installs and removes consumer water meters. Performs water turn on and offs.
6. Operates equipment such as air compressors, valve turning or other equipment associated with water distribution and repair.
7. Drives utility dump trucks or other vehicles; orders materials; makes out simple reports on work performed and materials used.
8. May work with one or more Water Service Center employees.
9. May clean and repack water meters and/or be assigned duties in the stockroom.
10. May be required to perform duties in Sewer Operations.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Ability to communicate orally and carry out oral instructions.
- B. Skill in the use of the more common shop tools.
- C. Ability to perform manual labor for extended periods under unfavorable climatic conditions or in mud or water.
- D. Mechanical aptitude.
- E. Ability to meet the physical, mental and visual standards of the job.
- F. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons and equipment.
- G. Underground excavation and heavy equipment experience preferred.

**NECESSARY SPECIAL REQUIREMENT:**

- A. Possession and maintenance of a valid Driver's License.
- B. Possession and maintenance of a valid CDL Class B Driver's License.
- C. Progression in the training series to Senior Operator level is required to remain in the program. Must make continuous satisfactory progress in the training program including promotion to Operator within twelve (12) months to remain employed in the series. Operational knowledge and training progress will be assessed periodically by WSC supervision.
- D. Employee must successfully complete six (6) month probationary period.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Classification History**

Allocated: CSC MTG. 05/15/61

Established: SC MTG. 06/26/61

Reallocated: CSC MTG. 12/12/69

Re-titled: CSC MTG. 07/02/74

Revised: Personnel 07/07/81, 03/17/82,  
05/03/90, 02/01/01, 02/25/11

Revised, Reallocated, Retitled: Human Resources 11/08/2013  
(Formerly Water Distribution Maintainer Trainee)  
(LOU 11/24/13 Merged to New Training Series)

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**CITY OF FLINT**  
**Position Description**

Class Title: Water Distribution Operator	Job Code Number: 20-N-036
Established:	Bargaining Unit: Local 1600

**GENERAL STATEMENT OF DUTIES:** Inspects, installs, maintains, and repairs water mains, water service lines, valves, meters, hydrants, and other appurtenances of the water supply system. Turns water on an off at the curb box. Performs a variety of tasks related to the inspection, testing, reading, installation, resetting, and/or removal of residential and commercial meters. May work independently or with one or more other water service employees, or may act as lead man in a small work crew; performs related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of an employee of a higher grade who assigns work and checks for proper performance of duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Installs water mains and new service lines; inspects new mains and services lines being installed by contractors; may on occasion confer with contractors relative to installations and inspections of service lines and water mains; inserts tapping valves for new mains and service lines while maintaining constant water pressure.
2. Reads and interprets blueprints in locating and marking water or sewer infrastructure
3. Lays and repairs water mains; installs, operates and repairs valves of all sizes; installs repairs, and tests fire hydrants; constructs and repairs manholes on gate valves.
4. Installs service connections, including tapping water main and laying service pipe; connects and disconnects shut-off valves and stop box; digs up curb boxes; thaws frozen lines in winter; constructs and repair header for multiple meter settings.
5. Pours lead and caulks joints, cuts pipe, cuts out broken pipe, puts on sleeves, shuts off gate valves, repacks stuffing boxes.
6. Installs and removes consumer water meters; reads commercial and residential meters as required; checks low pressure complaints and causes of high water bills; makes cost estimates for relocation of meters and repair of service lines as required.
7. Drives utility dump trucks; orders materials; makes out simple reports on work performed and materials used.
8. May act as lead man in a small work crew engaged in installation and maintenance, or may work independently or with one or more Water Service Men.
9. May clean and repack water meters and/or be assigned duties in the stockroom.
10. Contacts customers and makes arrangements for temporary shutoff of water for repairs and/or new connections and installations of mains.
11. May be required to perform sewer maintenance duties if necessary.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. One year of experience as a Water Distribution Maintainer Trainee with the Water Distribution and Service system.
- B. Familiarity with the materials, methods and practices of water system installation and maintenance.
- C. Working knowledge of the water service and distribution system.
- D. Ability to carry out oral and written instructions and to work from blueprints.

**MINIMUM ENTRANCE REQUIREMENTS CON'T:**

- E. Skill in the use of tools and equipment common to water distribution, construction, maintenance, and service.
- F. Ability to perform manual labor for extended periods under unfavorable climatic conditions or in mud and water.
- G. Mechanical aptitude.
- H. Ability to meet the physical, mental and visual standards of the job.
- I. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons and equipment.

**NECESSARY SPECIAL REQUIREMENT:**

- A. Possession and maintenance of a valid Driver's License.
- B. Possession and maintenance of a valid CDL Class B Driver's License.
- C. Must successfully advance to Water Distribution Senior Operator by passing test and meeting all other job requirements after 1 year in this position which is part of a training series.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Classification History**

REVISED: CSC Mtg. 07/24/61, 08/09/67  
RETITLED: CSC Mtg. 07/02/74  
REVISED: Personnel 10/16/81  
REALLOCATED: Wage inequity 07/01/85  
REVISED: Personnel 06/03/91  
REALLOCATED: Human Resources 07/01/2006  
REVISED, REALLOCATED, RETITLED: Human Resources 11/08/13  
(LOU 11/24/13 Merged to New Training Series)

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**CITY OF FLINT**  
**Position Description**

Class Title:	Senior Water Distribution Operator	Job Code Number:	22B-N-063
Established:		Bargaining Unit:	Local 1600

**GENERAL STATEMENT OF DUTIES:** Operates, maintains, and repairs equipment used for digging, loading, unloading, and handling materials used in the installation, repair and maintenance of the City of Flint Water System. Inspects, installs, maintains, and repairs water mains, water service lines, valves, meters, hydrants, and other appurtenances of the water supply system. Performs a variety of tasks related to the inspection, testing, reading, installation, resetting, and/or removal of residential and commercial meters. Turns water on and off at the curb box. Performs related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of an employee of higher grade who assigns work and inspects jobs in progress.

**SUPERVISION EXERCISED:** May exercise working supervision over a small number of employees engages in the installation and maintenance of the City Water System

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Operates, maintains and repairs, heavy equipment to dig excavations for repair and installation of water mains, water service lines, fire hydrants, gates, valves, manholes or other components of the City Water System. Loads and unloads materials and supplies to and from trucks, other transporting equipment and stockpiles.
2. Operates heavy equipment for excavating and handling materials for various other City Departments in unusual or critical areas.
3. May assist foreman, and in his absence, performs the duties of the lead man in directing field crews in installation and repairs to the City Water System.
4. Installs water mains and new service lines; inspects new mains and service lines being installed by contractors; may on occasion confer with contractors relate to installations and inspections of service lines and water mains; inserts tapping valves for new mains and services lines while maintaining constant water pressure.
5. Lays and repairs water mains; installs, operates, and repairs valves of all sizes; installs, repairs. And tests fire hydrants; constructs and repairs manholes on gate valves.
6. Connects shut-off valves and stop box; digs up curb boxes; thaws frozen lines in winter; constructs and repairs headers for multiple meter settings.
7. Installs and removes consumer water meters; reads commercial and residential meters as required; checks low pressure complains and causes of high water bills; makes cost estimates for relocation of meters and repair of service lines as required.
8. Drives utility and dump trucks; orders materials, makes out simple reports on work performed and materials used.
9. Uses various hand held computing devices to program transponder, obtain meter reads, and diagnose transponder and/or meter malfunctions.
10. Installs, maintains, and removes meters and transponders. Records meter reads.
11. Contacts customers and makes arrangements for temporary shutoff of water for repairs and/or new connections and installations of mains. May be assigned duties in the stockroom.
12. Reads and interprets blueprints in location and marking water or sewer infrastructure.
13. May be required to perform sewer operation duties if necessary.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Two years experience as a Water Distribution Maintainer or Senior Operator training series.
- B. Familiarity with the materials, methods, and practices of water system installation and maintenance.
- C. Working knowledge of water service and distribution system.
- D. Ability to carry out oral and written instructions and to work from blueprints.
- E. Skill in the use of tools and equipment common to water distribution, construction, maintenance, and service.
- F. Working knowledge of the principles of heavy automotive and diesel powered construction equipment operation and its uses.
- G. Ability to make minor repairs and adjustments and to service heavy construction equipment.
- H. Skill in the operation of heavy automotive and diesel powered construction equipment.
- I. Ability to meet the physical, mental, and visual standards of the job.
- J. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, and equipment.
- K. Ability to work in all outside weather conditions and at all times of day or night.

**NECESSARY SPECIAL REQUIREMENT:**

- Possession and maintenance of a valid State of Michigan's driver's license.
- Possession and maintenance of a valid State of Michigan's C.D.L. driver's license "A" endorsement or the receipt of one with in three (3) months of appointment.
- Possession and maintenance of an M.D.P.H. Waterworks System Operator "S-3" license or receipt of one within three (3) years of appointment.
- Most possess valid MIOSHA Certificate of Training as a "competent person" in excavation safety or be able to successfully complete training in this area within one (1) year of appointment.

**PHYSICAL DEMANDS:**

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Classification History:**

(LOU 11/24/13 Merged to New Training Series)

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**CITY OF FLINT**  
**Position Description**

Class Title:	Water Distribution Foreman	Job Code Number:	24-N-013
Established:	August 8, 1976	Bargaining Unit:	Local 1799

**GENERAL STATEMENT OF DUTIES:**

Supervises and participates in the construction, installation, maintenance, repair, testing and inspection of the Water Distribution System and equipment; estimates cost of work and materials; confers with contractors and customers regarding water systems; keeps various production records; performs related work as required.

**SUPERVISION RECEIVED:**

Works under the supervision of the Assistant Water Distribution Supervisor, or an employee of higher grade, who assigns work and inspects for proper completion and conformance with established policies and regulations.

**SUPERVISION EXERCISED:**

Exercises working supervision over a number of employees engaged in the installation and repair of water mains, service lines, and other water distribution appurtenances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in constructing and repairing water mains and water service lines; installing gate valves and fire hydrants; constructing and repairing manholes on gate valves, valve boxes and curb boxes; inserting gate valves and making connections with tapping or drilling machine while maintaining constant water pressure.
2. Supervises and participates in the installation, maintenance and repair of service connections, including tapping water main and laying service pipe; connecting shut-off valves; installing curb boxes; and digging and back-filling trenches.
3. Supervises and participates in the installation and/or removal of consumer water meters.
4. Supervises and participates in checking locations for valves, manholes, valve boxes, and curb boxes; dismantling, cleaning and repairing or replacing broken valves, curb shut-offs, curb cocks, check and waste valves and fire hydrants; shutting off line valves; and repairing of mains, line valves, and fire hydrants.
5. Supervises and participates in caulking joints, cutting pipe, cutting out broken pipe, installing repair sleeves, shutting off valves, relocating water mains, water service lines, line valves, shut-off valves, and fire hydrants.
6. Supervises and participates in the operation of portable air compressors, pumps, generators, hydraulic or air operated pipe cutters, valve-inserting machines, tapping or drilling machines for pressure connections, valve-operating machines, hydraulic excavators, backhoes and sand blasting equipment. Drives vehicles.
7. Contacts customers and makes arrangements for temporary shut-off of water for repairs and new connections and installation of mains and meters; investigates customer complaints regarding faulty service leaks and other water system operating difficulties.
8. Supervises and participates in an on-going cross-connection inspection program; confers with contractors to discuss blueprints and the method for completion of work.
9. Plans and coordinates daily work schedules. Maintains various production records; prepares, reviews, and verifies daily work reports; completes various forms and maintains a variety of records.

## Water Distribution Foreman – page 2

### MINIMUM ENTRANCE REQUIREMENTS:

- A. Three (3) years of experience as a Water Distribution Maintainer.
- B. Considerable knowledge of the materials, methods, and practices commonly used in water system installation and maintenance.
- C. Possession of a valid MDEQ Waterworks System Operator S-2 certificate.
- D. Skill in the use and care of tools and equipment used in a water distribution system.
- E. Ability to lay out, direct and supervise the work of a small-sized group of workers performing construction, maintenance, and installation functions.
- F. Ability to interpret and work from blueprints.
- G. Ability to understand and effectively carry out written and oral instructions and to make reports.
- H. Ability to establish and maintain harmonious working relationships with employees and the public.
- I. Ability and willingness to work in a manner that will not needlessly endanger the safety to one's self, other persons, and equipment.

### NECESSARY SPECIAL REQUIREMENT:

- Must possess a valid MDEQ Waterworks System Operator License S-2 Operator's Certificate or be able to write State of Michigan examination for S-2 certificate and pass within two (2) years of appointment.
- Possession and maintenance of a valid State of Michigan Driver's License at time of appointment.
- Must possess valid MIOSHA Certificate of Training as a "competent person" in excavation safety or be able to successfully complete training in this area within one (1) year of appointment.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

### Classification History

Reclassified & Reallocated: CSC Mtg. 8/6/76  
Revised: Personnel 5/18/77  
Revised: Personnel 11/10/79  
Revised: Personnel 11/9/81  
Revised: Personnel 6/27/84  
Revised: Personnel 11/5/84  
Revised: Personnel 3/28/90  
Revised: Personnel 10/8/92  
Reallocated: Personnel 10/21/07

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**CITY OF FLINT**  
**Position Description**

Class Title: Water Meter Technician Foreman	Job Code Number:	24-N-004
Established: June 7, 1994	Bargaining Unit:	Local 1799

**GENERAL STATEMENT OF DUTIES:**

Supervises and participates in the installation, maintenance, repair, testing, reading, and setting of residential and commercial water meters and remotes; confers with contractors and customers regarding meter sizing; investigates customer complaints and illegal water usage; performs related work as required.

**SUPERVISION RECEIVED:**

Works under the supervision of a Water Distribution employee of higher grade who assigns work and inspects for proper completion and conformance to established policies, procedures, and regulations.

**SUPERVISION EXERCISED:**

Exercises working supervision over a number of employees engaged in the installation, maintenance, repair, testing, reading, and setting of residential and commercial water meters and remotes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in the installation, maintenance, repair, testing, reading, and setting of residential and commercial water meters and remotes.
2. Plans and coordinates a comprehensive meter maintenance program to insure accurate meter registration for residential and commercial water meters. Identifies annual meter replacement needs and assists in specification preparation.
3. Plans, coordinates, and assigns routes and work schedules for the reading and setting of meters. Adjusts scheduled and non-scheduled work to meet changing priorities and needs. Analyzes route patterns and makes recommendations for changes. Coordinates reading and setting with the water billing system. Utilizes an automated information system for daily work schedules and activities. Loads data in and from the system.
4. Supervises and participates in investigating complaints regarding water meter activity and water consumption. Reports abnormal increases or decreases in consumption where plausible explanations are not found. Issues notices for ordinance violations. Documents violations, coordinates the case with the City Attorney, and testifies in court regarding the violation.
5. Supervises and participates in inspecting customer's plumbing; locates and points out leaks and needed repairs. May perform minor plumbing or building repair when damage is caused by employees.
6. Issues and receives meter reading devices and building keys.
7. Supervises and participates in the preparation of the meter activity payroll.
8. Prepares and maintains various records and reports relating to production, tools, equipment, materials, and inventory.
9. Requisitions equipment, supplies, and tools. Assists in the budgeting process by reviewing present needs and making recommendations for future ones.
10. Instructs an ongoing training program for all water meter activities.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. At least one year of experience as a Senior Water Meter Technician or two years of experience as a Water Meter Technician; must currently be in the position as a Senior Water Meter Technician or Water Meter Technician.
- B. Knowledge of behavior of water flow and action on meters and related parts.
- C. Considerable knowledge of the methods, materials, and techniques used in testing meters and working knowledge of mathematics involved in the testing, repairing, and reading of meters.
- D. Considerable knowledge of the geography and street locations of the City of Flint.
- E. Ability to understand and carry out oral and written instructions.
- F. Ability to maintain and prepare a variety of records and reports.
- G. Ability to assign, direct, and supervise employees performing varied water meter activities.
- H. Ability to establish and maintain effective working relationships with subordinates, other employees, and the general public.
- I. Ability to work in a manner that will not needlessly endanger the safety to one's self, other persons, or equipment.

**NECESSARY SPECIAL REQUIREMENT:**

- A. Possession of a valid State of Michigan Driver's License at time of appointment.
- B. Must possess a valid MDEQ Waterworks System Operator S-4 Certificate or be able to write MDEQ examination and pass within one year of appointment.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is exposed to inclement conditions, risk of electrical shock and vibration. The employee is regularly required to reach with hands and arms and is required to stand and walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Classification History**

Established: 06/07/94

(Combined Wtr. Meter Fmn. & Wtr. Meter Rdr./Setter Fmn.)

Reallocated: (Wage Inequity) 07/01/97

Revised: 09/12/02

Reallocated (Wage Inequity) 10/21/07

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