

HRSD

Position Description: Collection Chief Foreman

Section I. Position Reference Information

a.	Department	Operations
b.	Division	South Shore Interceptor Operations
c.	Position Title	Collection Chief Foreman
d.	Immediate Supervisor	Collection Superintendent, SS
e.	Work Center	South Shore Operations Center
f.	Grade	7

Section II. Position Summary

Under broad guidance, the Collection Chief Foreman is responsible for:

- a. Directing the work of the maintenance crews and various shop personnel
- b. Planning and supervision of the maintenance, repair, and construction projects in accordance with general instructions from the Superintendent
- c. Performing a wide variety of duties to ensure the interceptor system is maintained efficiently and effectively
- d. Integration and maintenance of new programs and technologies in advancement of the interceptor system
- e. Supervising the Interceptor System Foreman to ensure all construction activities of the interceptor system are well planned, documented, appropriate and safe
- f. Ensuring Preventative Maintenance Program is completed
- g. Review of CIP projects for constructability and maintenance ease
- h. General oversight and administration of contractual services of maintenance and construction related outsourcing programs and assistance

Section III. Examples of Position Duties

- a. Organizes, assigns, supervises, and inspects the work of the Construction Crews and other support personnel
- b. Responsible for all maintenance activities in advancement of the interceptor system
- c. Reviews Capital Improvement Projects to ensure constructability of planned infrastructure and ensure ease of maintenance
- d. Ensures all internal HRSD system activities, locality operations, and contractor led system shut-down, dewatering, and tie-in plans are well prepared, appropriately supported by HRSD crews, performed efficiently, and thoroughly documented
- e. Reviews, coordinates, and provides operation assistance with the numerous aspects enforcement requirements of the State Special Order by Consent and the Federal Consent Decree
- f. Ensures construction activities are completed in a safe and diligent manner and are well prepared and organized to minimize valve operations and flow diversions
- g. Incorporates the CMMS system into the daily workflow of the interceptor maintenance department
- h. Ensures all construction activities are documented for historical reference
- i. Fills in as a surrogate when Superintendent position vacant or while on leave

- j. Ensures all personnel are properly trained and manpower of the interceptor system operations are effectively utilized
- k. Maintains continuous and open communications with contractors and HRSD Jurisdictions to insure coordination of construction projects with respect to HRSD facilities
- l. Performs field measurements and prepares sketches of field conditions
- m. Follows principles and goals of HRSD Quality Improvement initiatives

Section IV. Position Contacts

a. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Interceptor System Supervisor Pump Station Supervisor Interceptor Engineering Assistant	Review and coordinate operational and maintenance activities and strategies to ensure system reliability and facility integrity. Develop and implement improvement plans including incorporation of Reliability Division responsibilities and computer based tools and documentation into the operations division activities. Ensure compliance with various HRSD Programs. Provide training, coaching, and mentoring for employee development.	Daily
Interceptor Technicians Heavy Equipment Operators Interceptor Assistants	Review and discuss operations and maintenance activities and strategies. Seek input for improvement, opportunities, and consensus building. Provide instruction, training, coaching, and mentoring for employee development.	Daily
Chief of Interceptor Operations, SS Interceptor Superintendent Interceptor Engineers	Member, NS Interceptors Operations QST. Update on emerging issues as appropriate. Review direction and priorities concerning projects, process, budget, employees, and various improvement projects. Discuss, review and coordinate construction and connection activities. Discuss and review engineering evaluations needed within the interceptor system.	Daily
Operations Dept. – Treatment Division (TP Managers, Superintendants, and Chief Operators)	Coordinate construction activities and provide operational support as needed.	Monthly
Operations Dept. - Facilities Support	Coordinate and review status of construction projects and corrective maintenance action plans. Produce work orders and facilitate operational work as needed.	Weekly
Enforcement Compliance	Coordinates and performs information requests and operational support activities associated with the various enforcement actions. Reviews various enforcement documents for QA/QC of real-world affects of various proposed activities related to injunctive relief.	Monthly
Engineering Dept. - Planning Division (Data Analysis, GIS, Hydraulic Analysis, Planner)	Review, discuss, and coordinate CIP activities related to the interceptor system. Provide feedback on as-built record drawings, valve guides, and GIS mapping.	Monthly

Engineering Dept. - Design and Construction Division (Project Manager, Engineering Assistants)	Coordinate interceptor construction activities and support for major on-going and proposed construction projects. Provide design review for constructability and sequencing. Provide support as necessary.	Weekly
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b. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Contractors	Coordinate maintenance, operation, and construction activities. Reviews quality of workmanship, projects, and services. Participates in resolution of unanticipated problems. Provides support for shut-down and tie-in activities. Serves as lead contact for all contractual services for the interceptor maintenance division	Weekly
Consulting Engineers	Participate in CIP review meetings. Provide review and QA/QC of plans and specifications for sequencing, constructability, and ease of future maintenance.	Weekly
Local Utility Operations	Discuss and coordinate various construction activities regarding interceptor operations. Provide support for locality operations as needed. Develops and maintains good communication and actively promotes cooperative approach with maintenance staff of member jurisdictions	Weekly
Vendors and Manufacturers	Requests and reviews information to evaluate new equipment, technology, and construction techniques for continuous improvement.	Quarterly
General Public	Provides general information, resolves complaints and actively engages public in customer relations activities to inform persons of on-going maintenance and construction activities. Ensures resolution to complaints on construction related issues.	As needed

Section IV. Position Accountabilities and Expectations

- a. Compliance – All work is performed within HRSD guidelines, Federal, State, and Local Government regulations
- b. Process – Ensures minimal HRSD down-time due to equipment failures and maintenance problems; new equipment is installed within stated time frames; proposals to change practices and procedures are made and implemented; Preventative Maintenance Program is developed and implemented
- c. Ability to read and interpret construction plans, specifications and correspondence
- d. Ability to use surveying instruments and perform field investigations
- e. Ability to work with contractors, localities and operating personnel
- f. Must be comfortable with use of computers and Microsoft Office products
- g. Knowledge of various jurisdictional maintenance departments
- h. Knowledge of VDOT design and construction practices

Section V. Working Conditions

- a. Must be able to work at a technical level in a team-oriented culture
- b. Must be able to work in an industrial and construction environment
- c. Must be able to work overtime and/or unusual hours as necessary
- d. Must be accessible by telephone during non-scheduled working hours

Section VI. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Work requires the ability to lift 50 pounds
- c. Must be medically certified to wear a respirator up to half an hour
- d. Must be willing to work around hazardous materials
- e. Must be able to periodically work in OSHA designated noise environment
- f. More than 50% of work involves walking, standing, climbing or bending

Section VII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

Section VIII. Qualification Standards

- a. Education
 - 1. Required
 - a) High School Diploma or GED
 - b) HRSD Apprenticeship Program or Equivalent Job Experience
 - 2. Desired
 - a) College level coursework in construction management, civil engineering, drafting, surveying, or related technical area
 - 3. Required
 - a) Minimum five years technical experience in maintenance and operation of large wastewater systems
 - b) Two years experience in leading and/or working within teams, planning and implementing work projects and schedules
 - c) Experience in one or more of the construction trades
 - d) or a combination of experience and training, which provides the required minimum knowledge for accountabilities and expectations to be met
- b. Job-specific Technical Competencies
 - Required
 - a) Thorough knowledge of the principles of operating and maintaining a large wastewater collection system, with a focus on pump station and underground pipeline maintenance and repair
 - b) Knowledge of the interceptor systems, construction methods, hydraulics, and effective project management techniques
 - c) Broad functional knowledge of interceptor systems, sanitary sewer collection systems, pumping stations, force mains, and construction practices related thereto
 - d) Ability to develop highly effective working relationships with all HRSD Managers, Engineers, and operational employees

- e) Ability to use scheduling systems and effectively plan and direct maintenance operations
 - f) Extensive knowledge of HRSD programs for the preventive maintenance of the interceptor systems, proper repair techniques for system failures, and maintenance program administration
 - g) Ability to troubleshoot pump station problems and other problems that occur within the interceptor system
 - h) Knowledge of local municipalities' systems and pump stations
 - i) Extensive knowledge of OSHA safety regulations
 - j) Ability to document work performed, maintain work logs, and preventative maintenance schedules
- c. Job-specific Behavioral Competencies
- Sets Clear Performance Goals
 - a) Clearly communicates results and other important information
 - b) Establishes deadlines and delivers results
 - c) Evaluates, determines and refines roles and responsibilities related to assigned projects
- d. Special Licenses
- Required
 - a) Valid Commercial Driver's License (Class A)