



# CITY of TRENTON

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2800 Third Street  
Trenton, Michigan 48183

## **Notice of Open Position**

### **Plant Foreman Wastewater Treatment Plant**

The City of Trenton Wastewater Treatment Plant is seeking a qualified individual for an immediate opening to serve as its Plant Foreman. The WWTP is a 6.5 MGD activated sludge facility which includes dewatering, chlorine disinfection, and A/O process.

The ideal candidate will have at least 3 years of progressively responsible experience in all aspects of operations and maintenance of wastewater treatment, and prior experience leading and supervising a team. Requires minimum of a Michigan Wastewater Operator D license, possession of a C license is preferred.

The City of Trenton offers a competitive salary and benefits package. An application for employment and complete job description can be found in the Human Resources Office at Trenton City Hall, or on the City's website at [www.trentonmi.org](http://www.trentonmi.org), under the Human Resources and Employment Opportunities tabs.

To apply for this position, please submit an application, resume and letter of interest by mail to: Scott Church, Assistant City Administrator / Human Resources Director, Trenton City Hall, 2800 Third Street, Trenton, MI 48183; or by email to: [schurch@trenton-mi.com](mailto:schurch@trenton-mi.com). Please provide a detailed work history, educational background, certifications, as well as any other qualifications. This position will remain open until filled.

The City of Trenton is an Equal Opportunity Employer.

**CITY OF TRENTON**  
Plant Foreman  
Wastewater Treatment Plant

**JOB SUMMARY:**

This position is responsible for assisting the Superintendent in the scheduling and supervision of operational/maintenance personnel at the Wastewater Treatment Plant. In addition, this position schedules, supervises and participates in the operation, repair and maintenance of plant equipment. Responsible for recordkeeping and scheduling of all corrective and preventative maintenance required at the plant facilities. This position also trouble-shoots equipment problems and assists in the development of improved plant maintenance and operational practices.

**ESSENTIAL JOB FUNCTIONS:**

Schedules and supervises the work efforts of employees assigned to the Wastewater Treatment Plant and pump stations.

Directs the work efforts of employees engaged in specific projects as planned and out-lined by the Superintendent.

Makes estimates and obtains materials for completing repair projects and oversees installation of new or rebuilt equipment.

Oversees and manages preventative maintenance programs and continuously inspects the plant to ensure adequate maintenance practices.

Manages workload and produces reports through a computerized maintenance management system (CMMS).

Analyzes equipment failures to determine cause and/or corrective action. Carries out and supervises repair requirements.

Develops changes in operating procedures, as necessary, and controls plant processes through inspections and laboratory results.

Maintains spare parts inventory, chemicals, and other operating supplies as required to not adversely impact the operation or compliance of the Wastewater Treatment Plant.

Maintains personal flexibility and availability as may be required to respond to emergency situations that may occur after hours, on weekends or holidays, or when "on call" 24/7 on a rotating basis.

**SUPPLEMENTAL JOB FUNCTIONS:**

Perform other duties as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

Ability to read and write in order to perform job functions at a level normally acquired through completion of high school or equivalent.

Working knowledge and supplemental training in wastewater treatment plant operation and equipment repair normally acquired through a minimum of three years of progressively responsible experience in wastewater treatment plant operation and equipment repair.

Working knowledge of the chemical and physical processes involved in a wastewater operation.

Ability to maintain concise records and prepare routine scheduling for plant operations.

Ability to effectively direct, supervise and maintain satisfactory working relationships with assigned personnel.

Ability to develop long term plans and programs, and to assist administration in matters of policy.

Ability to handle emergency situations as they may occur while “on call”.

Requires a minimum of State of Michigan Department of Natural Resources Class D Wastewater Treatment Plant Operator license. Possession of a Class C license is preferred.

**WORKING CONDITIONS:**

Normal working environment (approximately 50% of work time) is indoors, or in a vehicle, that is heated/air conditioned.

Frequent working environment (approximately 25% of work time) is indoors, with no heat and/or air conditioning.

Frequent working environment (approximately 25% of work time) is outdoors with exposure to natural elements.

Frequent exposure to excessive noise, unpleasant odors, varying levels of light, and dampness.

Frequent work assignments involving confined spaces.

**REPORTING RELATIONSHIP:**

Reports to the Superintendent of the Wastewater Treatment Plant.

Revised: November 2016

\*NOTE: Employee is expected to maintain all skills at a level of proficiency as exhibited upon being accepted for this position. The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all supplemental duties, responsibilities or non-essential requirements. In accord with the American with Disabilities Act of 1990, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.