



TOWN OF PLATTEVILLE

Public Works Department
400 Grand Avenue
Platteville, Colorado 80651
970.785.2245 - 970.785.2476 (fax)

Water & Wastewater Utilities Foreman

Water Distribution Class 1 Operator
Wastewater Operator Class "B" and Class 3 Collections Operator
July 2026

Open Until Filled

Full-time, benefited, non-exempt position with the Town of Platteville Public Works Department.
Hours for this position will generally be Monday - Friday, 7:00 a.m. to 3:30 p.m.

Scheduled on call duty for nights and weekends required on a rotating basis.

Salary Range \$72,000/year to \$85,000/year

Benefits Included: 100% Employee Health and 50% Dependent Health Insurance premiums paid; 100% Employee Dental, Vision and Life Insurance (\$250K) premiums paid. Annual Vacation and Sick Time provided along with 12 paid holidays per year.

Retirement program offered through PERA, Public Employees Retirement Association with 401K options. Longevity program after just three years of employment. Town provided take home vehicle.

General Statement of Duties:

This position involves the daily operation, maintenance and oversight of the Town's SBR wastewater treatment facility, collection system, potable water distribution system, equipment, and grounds in a professional, competent, and efficient manner representative of the expected standard for a Class "B" Licensed Operator, Class 3 Collections Operator and Class 1 Distribution Operator. This position will require the possession and retention of three (3) operator licenses with the State of Colorado prior to hiring.

As a part of the Town's Public Works Department, this position may be required to participate in a variety of maintenance and construction work on Town streets, parks, cemetery, other Town owned public facilities.

Must reside within 45 minutes of the Public Works Shop at 400 Grand Ave, Platteville, CO.

Will be on call for WWTF, collection or distribution system emergencies.

Must be willing to work overtime, holidays, and weekends as needed.

May be called out for emergencies even when not on the rotational on-call schedule.

Supervision Received:

Works under the supervision of the Public Works Director (PWD).

Supervisory Responsibilities:

Train and provide technical assistance to less experienced employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following examples are intended to be ILLUSTRATIVE ONLY and are not intended to be all inclusive: The Town of Platteville retains the right to modify, change or add to the duties and essential functions at any time.

Serves as wastewater treatment facility (WWTF), collection and distribution system's operator in responsible charge (ORC). Responsible for decisions regarding daily operation activities of the wastewater and water systems and treatment facilities.

Performs all wastewater and water quality sample collection and some testing procedures; Ensures compliance with all local, state, and federal agencies' standards and regulations regarding water quality, including responsibility for timely submission of all required paperwork for the Town's WWTF, and for the collection and distribution systems. Interprets policies and procedures established by all related regulatory agencies; Leads cross connection control program activities.

Performs wastewater and water pipeline maintenance; assists in the installation, repair and replacement of service and main lines; detects leaks; performs repairs of service and main line leaks; repairs, replacing and exercising water valves and fire hydrants; completes existing and new construction service line inspections in accordance with the Town's procedures and standard specifications.

Reads water meters; identifies and addresses water meter equipment problems; activates and deactivates meters; inventories meter equipment; performs meter maintenance, including removing meters from vacant establishments; performs meter change-outs and shut-offs as required.

Maintains accurate records of maintenance, testing, sampling, repairs, inspections, construction projects and emergency service calls; prepares and generates reports. Maintains equipment records for services and maintenance.

May operate medium to heavy equipment in the repair of wastewater collection and water distribution systems; including, use and/or operation of dump truck, backhoe, tractors and attached implements, riding mowers, drills, grinder's, cutoff and chain saws.

Works closely with utility clerk to resolve customer inquiries for items related to water meters, billing, and potential leaks; Leads monthly water service turn-offs to delinquent accounts.

Coordinates with Public Works Maintenance Foreman for additional staffing resources when needed; assists in scheduling employees, assigning work, and monitoring progress; guides, trains, and develops employees in the accomplishment of their duties; observes and enforces safety procedures.

Performs preventative maintenance to the water distribution system through valve exercising and leak detection programs; Locates wastewater and water utilities using electronic locating devices.

Operates pumps, motors, sludge equipment, and other equipment. Cleans precipitates such as grit, solids, trash, and debris from sump, catch basin, grit chamber and other tanks, wet-wells or vessels at WWTF, lift stations or collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collects and calculates wastewater and water operations and control data; Collects samples and conducts wastewater and water laboratory tests. Opens and closes gates and valves according to process demands or needs.

Perform quantitative and qualitative laboratory analysis of wastewater, Biosolids, and sediments for chemical and microbiological contaminants according to protocols such as Standard Methods.

Perform strict quality control (QA/QC) procedures including calibration of instruments, analyzing standards, keeping logs, and performing statistical analysis of data; Operate and perform routine maintenance on laboratory instruments; Perform interpretation and evaluation of analytical data; Maintain laboratory supplies, evaluate needs, and alternatives; Perform routine laboratory duties such as prepare chemical reagents, media, and standard solutions; Work with a variety of hazardous materials including chemicals, solvents, and biohazards using appropriate safety precautions.

Ability to understand and interpret regulations applicable to wastewater treatment plants; Follow laboratory instructions and procedures. Evaluate and resolve problems with procedures or equipment with minimal supervision.

Maintain records; produce documents; and interpret results; Recommend, document, and interpret laboratory analysis accurately, pertaining to wastewater and water samples.

Performs general equipment inspection; Performs preventative and corrective maintenance; Operates, evaluates, and adjusts SCADA system.

Reports major repairs, changes, treatment conditions, and work orders to the PWD.

Changes chemical containers, dewater sludge, delivers needed materials, and performs general plant maintenance and housekeeping including building and grounds.

Investigates odor complaints and operates and uses odor control equipment and treatment technology to reduce or eliminate odors.

Must perform work in a safe manner utilizing the proper safety equipment and methods.

Oversees and schedules routine cleaning, maintenance and inspection of the wastewater collections system. May be required to conduct confined space entries after completing appropriate training and education.

Other Duties as Assigned:

There are many miscellaneous aspects to the jobs and tasks to be completed. Due to the number and variety, it is not possible to list them all.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Relationships and Communication:

Requires the ability to establish and maintain effective, respectful working relations with superiors, fellow employees and the public. Must have the ability to remain calm in stressful environment and maintain a good attitude and demeanor towards others.

Education and/or Experience:

High school diploma or general education degree (GED); four years related experience in wastewater treatment, collection and distribution system operations; or equivalent combination of education and experience. One year of lead or supervisory experience is preferred.

Required Certificates, Licenses and Registrations:

Must possess at least a **Colorado Class 1 Distribution** certification.

Must possess at least a **Wastewater Operator "B"** certification.

Must possess at least a **Class 3 Collection** certification.

Must obtain CPR/First Aid certificate within six months of employment.

Must possess a valid Colorado driver's license and be insurable by Town standards.

- A Colorado Commercial Driver's License (CDL) license (B) is preferred.

Computer experience is necessary including; Windows, Excel, and Microsoft Word programs.

Language Skills:

Ability to speak and read English; interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to work with mathematical concepts; Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. The employee must be able to sustain 8 hours of physical work with breaks. Must meet physical requirements to be able to wear Self Contained Breathing Apparatus (SCBA) and full-face respirators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; extreme cold; extreme heat; to wet and/or humid conditions; moving mechanical parts; odorous fumes or airborne particles; unsanitary conditions and equipment; vibration; and street traffic conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals, and risk of electrical shock; work in confined spaces. Maybe exposed to odorous atmospheres for extended lengths of time. The noise level in the work environment can be unusually loud at times.

Requirements:

Knowledge of the policies, procedures, and goals of the department and Town.
Knowledge of the organization, policies, purpose, budget, current issues, projects, and employee responsibilities for the water and wastewater department.
Knowledge of traffic laws, ordinances, and rules involved in vehicle & equipment operations.
Knowledge of maintenance and repair scheduling methods.
Knowledge of applicable safety procedures and regulations, including confined space.
Knowledge of basic mathematic formulas.
Knowledge of irrigation design and operation principles.
Knowledge of general operational procedures of a water distribution system, including water meters and related fixtures.
Knowledge of general operational procedures of a wastewater treatment facility and collection system, including lift stations and related fixtures.
Knowledge of proper trenching and shoring techniques.
Knowledge of basic plumbing, painting, electrical and carpentry principles.
Knowledge of the Town's purchasing policies and procedures.
Skill in reading locator maps and blueprints.
Skill in diagnosing and detecting malfunctions and taking corrective action.
Skill in operating light and heavy equipment, such as mowers, tractors, pickups, dump trucks with plows, street sweepers, front-end loaders, and skid steer loaders.
Skill in providing quality customer service.
Skill in the proper placements of cones, barricades, and warning devices.
Skill in the safe and lawful operation of a motor vehicle.
Ability to lead, direct and train employees.
Ability to work in confined spaces.
Ability to maintain accurate records.
Ability to adapt to changing priorities and work assignments.
Ability to interpret and implement policies, resolutions, ordinances, rules, and regulations.
Ability to read, comprehend and consistently follow safe work procedures.
Ability to deal constructively with conflict.
Ability to use standard office equipment, computer equipment and software including word processing and electronic mail.
Ability to exercise discretion, independent judgment and decision making.
Ability to listen well and communicate effectively orally and in writing with various audiences.
Ability to establish and maintain effective working relationships with employees, the public and other agencies.

Physical and Mental Requirements:

Position requires hearing, talking, seeing, sitting, standing, walking on level, uneven terrain, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, balancing, crouching, crawling, grasping, pinching, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 100 pounds on an occasional basis, 25 to 50 pounds on a frequent basis, and up to 20 pounds on a constant basis is also required. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, vibration, and street/road traffic. The noise level in the work environment is frequently loud.

Equal Opportunity Employer:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.

The Town of Platteville conducts pre-employment drug testing, physicals, and background investigations as a condition of employment. A positive drug screen test for marijuana will disqualify a candidate from being considered for employment, regardless of whether the use is recreational or medical (red card).

All new hires with the Town of Platteville are subject to a 6-month (minimum) probationary period. The Town of Platteville is an "at will" employer.