



Thanks for your interest in the
Water Treatment Plant Foreman
position at
Watertown Municipal Utilities.

To be considered, applicants must submit the following:

- * Completed Application
- * Cover Letter
- * Resume
- * Salary History
- * References

Return to:

Watertown Municipal Utilities
Attn: Human Resources
901 - 4th Avenue SW
Watertown, SD 57201
(605) 882-6233
(605) 882-6238 – fax
hr@watertownmu.com

*** Drop box available at the Utilities' office.***

Job Description and Application Form Also Available On-line At:

www.watertownmu.com

Deadline to apply:

[Position Open Until Filled](#)

WATERTOWN MUNICIPAL UTILITIES

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



Note: This form is intended for use in evaluating your qualifications for employment. It is not an employment contract. Please answer all questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment. Applicants are considered without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship, or any other characteristic protected by law in all employment decisions.

Complete All Questions - Please Print or Type Carefully

PERSONAL DATA

Last Name		First Name		Middle Name/Initial	
Home Address (Number, Street, PO Box, Apt/Suite)			City	State	ZIP
Home Phone (with area code)		Cell Phone (with area code)		E-mail Address:	
May we contact you at work? ☐ Yes ☐ No		Are you 18 years of age or older? ☐ Yes ☐ No		Are you currently authorized to work in the United States? ☐ Yes ☐ No (Proof of eligibility will be required upon employment)	
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to check on your employment record? ☐ Yes ☐ No If YES, provide name(s) used.					
If you have any relatives who are employed by Watertown Municipal Utilities, please provide their name and your relationship.					
Have you ever applied here previously? ☐ Yes ☐ No If YES, when did you apply? What position did you apply for?					
Do you claim veteran's preference? ☐ Yes ☐ No If YES, attach a copy of DD214 (separation papers)					
It is the policy of Watertown Municipal Utilities that all employees must reside within ten miles of the intersection of Kemp Avenue and Broadway Street and within Codington County. Do you currently reside within this area or are you able to relocate within the first 6 months of employment? ☐ Yes ☐ No					
Have you ever been employed here previously? ☐ Yes ☐ No IF YES, Starting Date: Ending Date:					
Position(s) Held		Reason for Leaving			

POSITION APPLIED FOR

Position Desired		What date are you available?		Work Availability ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Summer Only	
How did you find out about the position and/or our organization?			Are you willing to travel? IF YES, any restrictions? ☐ Yes ☐ No		
If position requires driving, provide the following:	License No.	State Issued	Expiration Date	Class	

EDUCATION - If diploma/degree received under a different name, please provide:

School	Name of School / Issuing Agency - City & State Where Located	Degree Received	Did you Graduate?	Date Degree Received	Major & Minor Fields of Study
High School or equivalent			N/A	Leave Blank	DO NOT COMPLETE FOR HIGH SCHOOL
College					
College					
Other					

APPLICANT NAME _____

EMPLOYMENT HISTORY – List all employment for the past ten (10) years

PRESENT/LAST EMPLOYER Is this present employment? ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving	Are you eligible for re-hire? ☐ Yes ☐ No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
2ND PREVIOUS EMPLOYER	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving	Are you eligible for re-hire? ☐ Yes ☐ No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
3RD PREVIOUS EMPLOYER	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving	Are you eligible for re-hire? ☐ Yes ☐ No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
4TH PREVIOUS EMPLOYER	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving	Are you eligible for re-hire? ☐ Yes ☐ No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
5TH PREVIOUS EMPLOYER	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving	Are you eligible for re-hire? ☐ Yes ☐ No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	

If needed, use another sheet for additional employment.

APPLICANT NAME _____

PROFESSIONAL AND / OR ADDITIONAL QUALIFICATIONS

Provide professional memberships, certificates, or licenses held relevant to your ability to perform the job (exclude those indicating race, color, religion, sex, sexual orientation, national origin, physical or mental disability, or labor organization affiliations.)

License: _____ Issuing State: _____ License/Certification No.: _____

Has professional license ever been revoked or suspended? ☐ Yes ☐ No

If YES, state reason(s), date of revocation/suspension and date of reinstatement.

List additional relevant skills or abilities:

PROFESSIONAL REFERENCES List individuals familiar with your work - do not include relatives.

Name	Employer / Title	Relationship	Years Known	Contact Information (include area code)
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:

CRIMINAL HISTORY**Have you ever been convicted of a crime or violation other than a minor traffic infraction?**

Conviction of a crime is not an absolute disqualification for employment. Factors such as the type and seriousness of the offense, frequency of violations, applicant's age at the time of the conviction and the date of conviction or time elapsed since the conviction or completion of any sentence in addition to other job-related criteria are considered in all employment decisions.

☐ Yes ☐ No If yes, please explain below the circumstances surrounding such offense, including place, date, court, etc.

DRUG-FREE WORKPLACE ACT COMPLIANCE: Watertown Municipal Utilities complies with the Drug-Free Workplace Act. As a condition of your employment, you will be asked to participate in drug screening. If you refuse such screening or test positive (evidence of drug usage) you will not be offered employment or such offer will be withdrawn.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: Watertown Municipal Utilities fully subscribes to the provisions of the American With Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

I certify that I have read and understand the "Note" on Page 1 of this application and that the information furnished herein and during the application process is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when false answers or omissions are discovered. I understand that Watertown Municipal Utilities may share the information contained in this application with other WMU employees for employment and administrative purposes and hereby consent to such transfer. I hereby authorize Watertown Municipal Utilities to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law and will complete the requisite authorization forms for the background investigation. I agree to submit to legally permissible pre-employment testing upon request by Watertown Municipal Utilities and recognize that the results of these tests may be used to determine my employment or continued employment. I recognize that this employment application is not an offer of employment.

In consideration of employment, I agree to conform to the rules and regulations of Watertown Municipal Utilities and I understand that no representative of Watertown Municipal Utilities has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to Watertown Municipal Utilities' policy.

APPLICANT'S SIGNATURE _____

DATE _____

Revised 3/1/11
Revised 3/1/12
Revised 4/1/13

WATERTOWN MUNICIPAL

Job Title: Water Plant Foreman

Reports To: Water Department Superintendent



GENERAL DESCRIPTION

This position is responsible for technical and supervisory work directing the municipal water treatment plant and related facilities.

Work involves responsibility for performing a variety of tasks in maintaining the public water system. The Water Plant Foreman controls and maintains treatment machines and equipment involved in production of water to drinking water standards. Work involves contact with regulatory officials, the public and contractors regarding production and quality of the drinking water. In addition, this position will provide direct supervision to other employees in the plant on a day to day basis. Work is reviewed upon completion for adherence to prescribed standards and procedures and compliance with state and federal regulations.

ESSENTIAL FUNCTIONS

Ensures city complies with state and federal regulations governing public water supplies.

Analyze data on water quality and generates reports from this data to complete drinking water reporting requirements.

Prepares, distributes and maintains required records.

Draws samples for analysis by the state or state approved laboratory to assure water meets state and federal requirements.

Makes production decisions on treating water to meet the demand of city water use.

Plans and directs water treatment plant personnel on the operation of treatment machines and equipment to purify and clarify water for human consumption and industrial use.

Operates, adjusts and determines specific chemical dosages to maintain drinking water standards.

Reviews ongoing job performance, including participation in the annual performance review process, and implements disciplinary action as needed in consultation with the Water Superintendent.

Supervises and schedules the maintenance and repair of large production water wells.

Repairs, maintains, and tests wells and pumps.

Oversees completion of the preventative maintenance program and assigns day to day maintenance activities.

Trains employees in the operation, maintenance, and repair of water treatment systems.

Investigates complaints of poor water quality.

Responds to problems affecting the immediate operation of the water treatment plant, such as well, pump or SCADA failures.

Complete general maintenance of water towers.

Performs dispatch functions for Gas, Electric and Water utilities. Dispatch functions are from 5:00 p.m. until 8:00 a.m. Monday through Friday, as well as 24 hours on holidays and weekends. Dispatch functions include answering telephones involving emergency trouble and service calls, dispatching the Night Serviceman to the affected area, and if necessary, call personnel from the gas, electric and/or water departments at home and have them report to work. Will be subject to random drug testing as required by the Office of Pipeline Safety.

Performs related work as required and other duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school or GED.

Vocational courses in environmental science, mechanical or electrical trades preferred.

Must possess a minimum of South Dakota Water Plant Class III certification within six (6) months of employment in the position.

Considerable knowledge and experience in water treatment and maintenance activities required.

Considerable knowledge and experience with general maintenance and construction tools, equipment and practices.

Ability to diagnose equipment malfunctions; to read, interpret and work from blueprints, schematics and maintenance manuals required.

Ability to maintain work records, pump and well maintenance records and water quality sampling records.

Must have basic operational knowledge of a water distribution system.

Two years of supervisory experience required.

Must have good written and verbal communication skills and the ability to establish and maintain effective working relationships with others, including the ability to lead and direct shift operators.

Must possess good mechanical ability.

Must have knowledge and experience with computer programs, including proficiency with Microsoft Office Excel, Word and Outlook.

Must be able to climb water towers.

Must be able to lift 50 – 100 pounds.

Must hold a valid South Dakota Driver's license.

Must complete and maintain Gas Department Operator Qualification (OQ) program.

Considerable knowledge of the occupational hazards and safety precautions necessary to the proper execution of assignments preferred.

Must be able to cover shift operation when deemed necessary by work load.

WORKING CONDITIONS

Work involves performing physical labor in all variety of weather conditions and extremes of temperature, working in confined spaces with some exposure to potentially hazardous fumes and gases and exposure to hazardous chemicals.

Work requires heaving lifting, carrying and pulling and the operation of heavy equipment; also loading/unloading of materials and equipment. Work may involve some climbing, heavy lifting, kneeling, stooping, bending and carrying/pulling materials.

Revised: 1/12, 4/14