

City of Cottage Grove
Job Description
WATER TREATMENT PLANT SUPERINTENDENT

Department: Public Works & Development	FLSA: Non Exempt
Reports to: Public Works & Development Director	Representation: Non Represented
Pay Range: 25 (\$5,256-\$6,708 per month)	Date Adopted: June 2020

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Water Treatment Plant Superintendent is responsible for the day-to-day operations of the City's 6 MGD water treatment plant, two booster pump stations, water storage reservoirs and water transmission line facilities. Monitors watershed activities. Performs tasks involving maintenance and operation of the water treatment facilities, including all aspects of plant operation, maintenance, regulatory control, and other related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this classification is responsible for the efficient and effective operation of the water treatment plant, including supervising the activities of various plant operators, insuring compliance with the requirements outlined in the Oregon State Health Division Rules related to public water system; responsible for training of Water Treatment Plant Operators.

ESSENTIAL FUNCTIONS:

1. Manages and has primary responsibility and would be the DRC (Direct Responsible Charge) for the overall operations of the Water Treatment Plant to assure that the plant complies with the provisions of the Oregon State Health Division Rules. Also is responsible for compiling and submitting all required reports to: OHA-DWS, DEQ, OWRD, and State Fire Marshall-HAZMAT.

2. Manages and has primary responsibility for the overall operations and maintenance of the City's water production and storage facilities and assures that all municipal water received by the users complies with standards of the Federal and State Regulations.
3. Manages the operations and maintenance of the booster pumping stations and the dedicated water quality sampling stations within the distribution system.
4. Provides direct supervision to water treatment plant operators including training, safety, operational procedures, and maintenance of equipment and tools.
5. Develops short and long range work plans for operation and maintenance of water production, pumping, and storage facilities including the sludge handling program.
6. Participates in personnel issues of subordinate employees including work review, performance evaluations, and recommendations for hiring, termination, and disciplinary action.
7. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
8. Functions as a working Supervisor performing the operational duties of a WTP operator.
9. Prepares orders for required equipment repair parts, equipment, chemicals and supplies to meet the operational needs of the WTP.
10. Prepares recommended annual operating budget for the WTP, monitors and controls its implementation.
11. Performs liaison work with regulatory agencies on issues related to the City's water production, storage, distribution facilities, and water rights.
12. Sustains knowledge of current water treatment technology and utilizes them as appropriate.
13. Is interactive with public and private land owners to insure that the quality of water diverted at the City's WTP intake is not unduly degraded by the land owner's activities.
14. Performs liaison duties with municipal water users to address concerns related to the quality of drinking water.
15. Coordinates with other Public Works & Development Division Supervisors to provide and receive assistance related to Water Department activities.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

In the performance of the job duties the Superintendent is required to sit, stand, communicate, discern alarms, and or notices. Must be physically capable of working in adverse conditions such as open excavations and confined spaces; must be capable of heavy lifting, frequent twisting, pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level. Must be able to operate machinery, such as forklift, mowers, etc. Must be able to work outdoors regardless of weather conditions.

JOB SPECIFICATIONS:

Education:

High school graduation or equivalency: plus a minimum two years of college-level coursework in water treatment or equivalent. Must possess and maintain a current State of Oregon Class A driver's license with a good driving and safety record. Additional educational achievement will be taken into consideration for advancement or promotional opportunities.

Experience:

Five years' experience in water treatment, plus a minimum of three (3) years supervisory experience or any combination of education and/or experience that qualifies the individual as a Water Treatment Plant Operator III.

Knowledge, Skills and Abilities:

Knowledge of:

- Materials, methods and SCADA operation of a Pall membrane water treatment facility including chemical, bacteriological and physical processes involved in water treatment of surface and well waters.
- Occupational hazards and safety precautions required related to water production facilities
- Chemical and bacteriological tests and approved laboratory techniques and practices
- Laws, rules and regulations related to water production; hydraulics
- Departmental accounting, budgeting, purchasing and personnel practices and procedures
- Familiarity with payroll and leave accounting procedures.
- Project administration including request for proposals and contract execution.
- Construction drawings

Skills in:

- Effective supervisory skills with a team concept orientation.

- High acuity for basic math and technical report writing skills.
- Safe operation of equipment and tools used in water production including overseeing plant repairs such as, electrical and mechanical repairs.

Ability to:

- Understand City budgetary processes and limitations.
- Assign, direct and coordinate the work of subordinate employees and maintain effective working relationships with other employees, regulatory agencies and the general public.
- Demonstrate and model exemplary leadership to all employees.
- Enforce work and safety rules and interpret and apply related laws, rules and regulations. Maintain records and prepare accurate reports.
- Make complex mathematical calculations including understanding and formulating algebraic equations.
- Understand and perform the chemical and physical processes of water production.
- Communicate effectively both orally and in writing.
- Demonstrate a high attention to detail.
- Maintain working knowledge of software programs such as iWorQ, Microsoft Office including Word, Excel and PowerPoint and other interactive computer programs.
- Operate and maintain equipment and machinery used in water treatment.

Special Requirements and Certifications:

Must possess or have the ability to obtain (within 12 – 24 months) certification with the State of Oregon as a Water Treatment 3.

Supervisory Duties:

This position is a management position which encompasses supervisory responsibility, including the following tasks.

- Directly manage all Water Treatment Operators and temporary/seasonal personnel assigned to the water treatment plant.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance evaluations, assisting with professional development, and making recommendations for employee separations, promotions or special assignments.

- Participate in the recruitment of new employees, including interviewing and making hiring recommendations.
- Disseminate, implement, and enforce organization and team standards, policies and procedures, including providing proper guidance to those carrying out related duties.

Supervision Received:

Work is performed under the direction of the Director of Public Works & Development Department. The director reviews work on the basis of results attained and for compliance with all applicable state and federal regulations.