

City of Cottage Grove
Job Description
WASTEWATER TREATMENT PLANT SUPERINTENDENT

Department: Public Works	FLSA: Non Exempt
Reports to: Public Works Director	Representation: Non-Represented
Pay Range: 6NR	Date Adopted: November 2025

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 superintendent is responsible for the day-to-day operations of the wastewater treatment plant, with a 14.0 MGD activated sludge process and an average flow of 1.2 MGD in summer and 3.5 MGD in winter. Performs tasks involving maintenance and operation of the wastewater 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 wastewater treatment plant, including supervising the activities of various treatment operators, insuring compliance with the requirements outlined in the City's Wastewater Discharge Permit; and responsible for training of the Wastewater Treatment Facilities Operators.

ESSENTIAL FUNCTIONS:

1. Manages and has primary responsibility for the overall operations of the Wastewater Treatment Plant to assure that the plant complies with the provisions of the City's NPDES discharge permit.
2. Manages the operations of all sewage pumping stations within the collection system
3. Provides direct supervision to wastewater treatment plant operators including training, safety, operational procedures, and maintenance of equipment and tools.
4. Develops short and long range work plans for operation and maintenance of WWTP including the sludge handling program.

5. Participates in personnel issues of subordinate employees including work review, performance evaluations, and recommendations for hiring, termination, and disciplinary action.
6. Functions as a working Supervisor performing the operational duties of a WWTP operator.
7. Prepares orders for required equipment, parts, and supplies to meet the operational needs of the WWTP.
8. Prepares recommended annual operating budget for the WWTP, monitors and controls its implementation.
9. Performs liaison work with regulatory agencies on issues related to the City's NPDES permit requirements.
10. Sustains knowledge of current wastewater treatment technology and utilizes knowledge as appropriate.
11. Coordinates with other City supervisors/personnel to provide and receive assistance related to Wastewater Division activities.
12. Contributes to a positive work environment; maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
13. Follows all safety rules and procedures for work areas.
14. Performs other related duties consistent with the role and function of the position.

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 front end loader, mowers, etc. Must be able to work outdoors regardless of weather conditions.

JOB SPECIFICATIONS:

Education & Experience:

High school graduation or equivalency plus a minimum two years of college-level coursework in wastewater treatment or related field, AND

Five (5) years' experience in wastewater treatment, including a minimum of three (3) years' supervisory experience, OR

Any satisfactory combination of education and/or experience that qualifies the individual to perform the essential functions of the job.

Additional educational achievement will be taken into consideration for advancement or promotional opportunities.

Special Requirements and Certifications:

Must possess certification as a Wastewater Treatment Facilities Operator IV, or obtain within 6 months of appointment.

Must possess a current State of Oregon Class A driver's license.

Knowledge, Skills and Abilities:**Knowledge of:**

Materials, methods and operation of a class 4 wastewater treatment facility including chemical, biological and physical processes involved in wastewater and activated sludge treatment; occupational hazards and safety precautions required related to wastewater treatment facilities; chemical and bacteriological tests and approved laboratory techniques and practices; laws, rules and regulations related to wastewater treatment; hydraulics; departmental accounting, budgeting, purchasing and personnel practices and procedures; familiarity with payroll and leave accounting procedures.

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 wastewater treatment 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. 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 wastewater treatment. Communicate effectively both orally and in writing and make accurate algebraic and arithmetic calculations. Operate and maintain equipment and machinery used in wastewater treatment.

Supervisory Duties:

Supervision is provided to Wastewater Treatment Plant Operators and temporary/seasonal maintenance personnel assigned to the wastewater treatment plant.

Supervision Received:

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