



CLASSIFICATION NO. 773

Established: 1/00

Revised: 4/15, 5/25

FLSA: Non-Exempt

EEO: 7

WASTEWATER MAINTENANCE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, schedule and coordinate the inspection, installation, maintenance and repair of equipment, instruments and machinery in wastewater treatment plants and pump stations; to coordinate and lead the work of maintenance personnel; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Clackamas Water Environment Services (WES) produces clean water, protects water quality, and recovers renewable resources through the provision of wastewater services, stormwater management, and environmental education. Through the management of various resource recovery facilities, pumping stations, and compliance initiatives throughout the district, WES protects public health and supports the vitality of the communities serviced, the natural environment, and economy.

The Wastewater Maintenance Coordinator is the advanced-journey level classification within the Wastewater Maintenance series and is responsible for coordinating and monitoring the inspection, installation, maintenance and repair activities associated with specialized components of wastewater treatment plants and related facilities. Incumbent serves as a lead worker for the assigned work group and schedules, plans and coordinates the repairs and maintenance of various mechanical equipment and systems within wastewater treatment plants or for the wastewater collection system pump stations. The Wastewater Maintenance Coordinator also coordinates the activities of staff by participating in work planning, training, problem solving, scheduling and budgeting issues in collaboration with department management.

The Wastewater Maintenance Coordinator differs from the Wastewater Maintenance Technician, which primarily performs repairs and maintenance for treatment plant components and equipment but is not responsible for leading the work of others or complex project coordination. It is further distinguished from the Wastewater Maintenance Supervisor, which performs full supervisory functions for a work team.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads and coordinates the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; trains and provides technical assistance to staff; analyzes and resolves work problems to minimize disruptions to operations; provides input to management regarding work performance; participates in the

hiring process; facilitates participation of team members in work activities; fills in for the Supervisor on a short-term basis as needed.

2. Reviews, monitors, and updates daily work records, maintenance activities, and operating conditions in the computerized maintenance management system (CMMS) for accuracy and completion; assists in training employees in proper documentation and tracking procedures to ensure compliance with policies, procedures and applicable legislative requirements.
3. Develops, recommends and implements wastewater treatment plant maintenance and repair procedures; develops preventive maintenance schedules and standards; oversees regularly scheduled maintenance; identifies maintenance and repair requirements; estimates project timelines, materials, and financial impact; prioritizes routine and emergency activities; reviews construction plans for system upgrades and conducts final inspections; assists in assessing effectiveness of programs and procedures.
4. Provides training for staff on procedures and policies for safely troubleshooting reactive and preventative mechanical repairs, replacements, and modifications on mechanical equipment and machinery, and the CMMS system.
5. Participates in the management of the wastewater plant systems and infrastructure with other work team members; assists in the development of the annual work plan and budget, including contracted services; monitors expenditures; oversees and coordinates special projects and contracted services; coordinates with other teams and personnel within and outside of the department; participates in design meetings for capital improvement projects and provides maintenance input and feedback to design team; provides construction inspection and start-up of maintenance support for projects.
6. Performs complex Installations, inspections, maintenance and repairs of specialized mechanical equipment and machinery used in the conveyance of treatment and wastewater including but not limited to valves, pumps, piping, boilers, compressors, conveyors, centrifuges, tanks, mixers, gear boxes, fans, bar screens, blowers, aeration systems, disinfection systems and related equipment; examines, adjusts, lubricates and paints machinery and equipment; replaces worn and broken parts; fabricates and modifies parts and tools.
7. Oversees the inspection, repair and replacement of electrical equipment and components including electric motors, motor control panels, electric monitoring and control systems, flow meters and temperature and level sensors; assigns scheduled preventative maintenance on mechanical and electrical equipment; examines, adjusts and replaces existing wiring, motors, fuses, starters, switches, alternators, generators, transformers, sensors and electronic components; monitors, calibrates and repairs programmable logic controllers and associated components.
8. Evaluates, recommends and purchases equipment and other materials; prepares, develops and reviews specifications for purchases; contacts vendors to research and analyze information; coordinates with Procurement Division for bid invitations and requests for proposals.
9. In collaboration with management, recommends, develops and implements maintenance, repair and replacement projects; prepares and maintains preventive maintenance manuals, schedules, records, and work orders; evaluates facility condition to prioritize and schedule

projects; defines project plans including user requirements, equipment and tools required, labor needs and operational impacts of identified maintenance, replacement and repair needs; evaluates cost effectiveness of equipment replacement or repair; maintains parts and supplies inventory.

10. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; assists in developing written procedures for maintenance activities; reviews safety concerns and suggestions.
11. Provides public and customer service support to department staff and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings; answers technical questions and explains wastewater collection and treatment systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of project management, budgeting, purchasing and contract administration; condition assessment of wastewater treatment assets and systems; Federal, state and County regulations applicable to wastewater treatment system operations and construction specifications; principles and concepts of self-directed work teams; methods, machinery and equipment used in the construction, operation, inspection, maintenance and repair of wastewater treatment systems or wastewater infrastructure; environmental, occupational and health safety practices, rules and regulations; basic technical engineering practices used in the construction and inspection of wastewater facilities; math, algebra and geometry; English grammar, spelling and punctuation; computer applications and mobile devices and programmable logic controllers; public and customer service techniques.

Skill to: Schedule, monitor, coordinate and evaluate the work performed by assigned personnel and contractors; lead and train assigned personnel in maintenance and customer service practices; monitor and coordinate completion of projects within established budget and time guidelines; assess alternatives, exercise sound judgment and take corrective action; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; operate effectively and resolve disputes in a team environment; prepare and maintain accurate records and technical reports; develop plans, schedules and cost estimates for maintenance projects; interpret construction plans, specifications and technical manuals; inspect wastewater assets and treatment systems for deficiencies; analyze statistical records and prepare reports; utilize computerized equipment effectively; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with customers, contractors, vendors, County employees and the public.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

Incumbents may perform after hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 11/18