



CLASSIFICATION NO. 828
Established: 3/06
Revised and Retitled: 5/17, 11/22
FLSA: Exempt
EEO: 2

WASTEWATER PLANT OPERATIONS SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to supervise and coordinate the operation of wastewater treatment facilities for the department; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pumping stations, treatment plants, and storm and surface water facilities and structures.

The Wastewater Plant Operations Supervisor is responsible for wastewater plant operations, process control, and some administrative functions for treatment facilities to ensure facilities meet state and federal permit discharge requirements. Incumbents within this classification will have responsibility for one large or medium capacity treatment plant and one or more small treatment facilities.

The Wastewater Plant Operations Supervisor differs from the Water Quality Manager, which is responsible for the overall management of the County's five wastewater treatment facilities and oversight of all treatment and conveyance system operations and maintenance.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Participates in the development and implementation of Department policies, goals, objectives and standards, and long and short range planning for wastewater treatment facilities; prepares annual work programs.
2. Supervises and coordinates services provided by wastewater treatment facilities; oversees the performance and evaluation of plant operations staff performing process control and plant operations, coordinates resources between work units; resolves problems concerning staff scheduling, equipment, operations and process control; provides technical assistance, training and advice in operation, maintenance, and repair activities.
3. Participates in the hiring of technical and operations staff; prepares performance evaluations; recommends and administers the initial steps of progressive discipline; responds to and processes grievances; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.

4. Participates with management and engineering staff in planning, designing, and implementing capital improvement projects to enlarge or enhance the treatment plants; assists in the preparation and recommendation of capital expenditure budgets; reviews expenditures and capital equipment purchases; monitors cost and production data; participates in the administration of construction contracts.
5. Assists in the preparation of annual and supplemental budgets; monitors expenditures.
6. Coordinates with maintenance staff to plan and schedule maintenance activities for wastewater treatment plant repairs, upgrades, and modifications; supervises operations staff performing maintenance projects on treatment plant facilities.
7. Assists in the review and analysis of the impact of new regulatory requirements on operating practices; acts as first responder in emergency situations.
8. May promote wastewater treatment facility activities and programs with business associations, citizen groups and the public; responds to, evaluates and resolves, or assists in the resolution of issues in conflict arising from Department staff, customers, consultants, citizen groups, contractors, employees and other government agencies; responds to inquiries and requests for information.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of wastewater treatment processes; machinery, equipment and materials associated with the construction, operation and maintenance of wastewater treatment facilities; occupational hazards and safety precautions applicable to wastewater treatment facilities; technical report writing; basic computer applications and management information systems.

Working knowledge of: Principles and practices of public administration, including personnel management and budget administration; techniques of construction project management; Federal, State and local environmental regulations, permits, and discharge standards.

Skill to: Plan and implement management goals, objectives and standards; establish priorities; recognize and implement needed improvements in wastewater treatment processes; resolve technical problems; review and monitor operating budgets; apply appropriate regulations, codes and safety standards; prepare and maintain accurate records and reports; communicate effectively, both orally and in writing; motivate employees to provide quality service to citizens; supervise staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes requested by citizens and County staff; establish and maintain effective working relationships with the public, County personnel and government agencies.

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 eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: Possession of Wastewater Treatment System Operator Certification, Grade Level III, issued by the State of Oregon Department of Environmental Quality as written in the State of Oregon's OAR 340-049-0030, or its equivalent from another state.

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.

POST-EMPLOYMENT REQUIREMENTS

Within twelve (12) months of hire: Possession of Wastewater Treatment System Operator Certification, Grade Level IV, issued by the State of Oregon Department of Environmental Quality as written in the State of Oregon's OAR 340-049-0030.

ADDITIONAL INFORMATION

History: Revised Other Requirements to include OAR 07/17