



CLASSIFICATION NO. 828
Established: 3/06
Revised and Retitled: 5/17, 11/22, 7/24
FLSA: Exempt
EEO: 2

WASTEWATER PLANT OPERATIONS SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct, and review the work of staff assigned to the operation and monitoring of water resource recovery facilities; monitoring, testing, evaluating, and developing operational treatment processes to ensure wastewater treatment operations function efficiently and with minimal interruptions; to monitor all plant processes for compliance with local, state, federal, and regulatory agencies; and perform other duties as required.

DISTINGUISHING CHARACTERISTICS

Clackamas Water Environment Services (WES) produces clean water, protects water quality, and recovers renewable resources. WES provides wastewater services, stormwater management, and environmental education, which protects public health and supports the vitality of communities, natural environment, and economy. WES operates and maintains five resource recovery facilities, 23 pump stations, and more than 360 miles of pipes within Clackamas County.

The Wastewater Plant Operations Supervisor is responsible for supervising staff and planning, managing wastewater plant operations, process control, and some administrative functions to ensure treatment 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 WES Tech Division Manager, who 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. Oversees plant operations to ensure compliance with National Pollutant Discharge Elimination System (NPDES) permits and all pertinent federal, state, and local laws and regulations.
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; coordinates with maintenance staff to plan and schedule maintenance activities for wastewater treatment plant repairs, upgrades and modifications; resolves problems concerning staff scheduling, equipment,

operations, and process control; provides technical assistance and training for operation, maintenance, and repair activities.

3. Participates in the development and implementation of district and departmental policies, procedures, goals, objectives, and strategic initiatives; communicates priorities, goals, objectives, and policies as they relate to plant operations; prepares annual work plans.
4. Oversees staff development and performance; organizes, assigns, and reviews work; develops performance standards; prepares performance evaluations; efficiently and effectively resolves work issues; provides coaching and prepares development plans.
5. Serves as liaison to engineering, consultants, contractors, and vendors; assists in the selection of consultants and contractors; assists and provides expertise in the planning, design, construction and start-up of treatment facilities and expansion; ensures regulatory compliance is maintained during construction activities; oversees work performed; manages outside vendor contracts.
6. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; develops written procedures for operational activities; reviews safety concerns and suggestions; interprets and complies with regulatory compliance standards.
7. Participates in the preparation of the division's budget and annual work plan for maintenance activities of utility components; monitors expenses; justifies components of work program; analyzes needs and means for additional resources.
8. Resolves issues efficiently and effectively that arise within the complex and highly regulated wastewater treatment processes; coordinates with staff to maintain regulatory compliance, asset management, process viability, and efficiency and effectiveness of operations; assists in the review and analysis of the impact of new regulatory requirements on operating practices; acts as a first responder in emergency situations.
9. Provides excellent customer service; resolves technical problems, complaints, and requests for information related to the work of the program; serves as a point of contact for other departments, supervisors, and project managers regarding work assignments, project scheduling, and parts and supplies.
10. Promotes 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; pertinent federal, state, and local laws, codes, regulations, standards, and permit requirements; pertinent safety laws, occupational hazards and safety precautions applicable to wastewater treatment facilities; technical report writing; software applications and information systems.

Working knowledge of: Principles and practices of personnel management, asset management and budgeting, purchasing and contract administration; teambuilding and coaching techniques and practices; principles of project management.

Skill to: Plan and implement management goals, objectives and standards; establish priorities; recognize and implement needed improvements in wastewater treatment processes; resolve issues; 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 customers; supervise staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; establish and maintain effective working relationships with all stakeholders including contractors, vendors, government agencies, industrial customers, county staff and the public; assess and interpret process and lab reports and plans pertaining to the operation of wastewater treatment facilities.

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 elevated platforms.

Incumbent is subject to 24 hour "on-call" availability and 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: Two (2) years of experience as a coordinator, team leader, or supervisor in a related field.

Licenses/Certifications: Possession of Certification by the State of Oregon as a Wastewater Treatment Grade Level 3 Operator, or its equivalent from another state at time of hire.

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 maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within six (6) months of hire: Possess and maintain Certification by the State of Oregon as a Wastewater Treatment Grade 4 Operator.

Edited: 8/24