



CLASSIFICATION NO. 782  
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FLSA: Non-Exempt  
EEO: 7

## **WASTEWATER/STORMWATER COLLECTIONS COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, schedule and coordinate the inspection, maintenance, repair and operation of sewer lines, pump stations, remote package treatment facilities and related equipment, instruments and machinery; to lead the work of collection system personnel; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pump stations, treatment plants and surface water management.

The Wastewater/Stormwater Collections Coordinator is responsible for coordinating and monitoring the operation and maintenance of the collection system which transports wastewater from residences and commercial facilities to the treatment plants. The incumbent serves as a lead worker for the assigned work group, schedules, coordinates and provides field and administrative support to ensure compliance with federal and state regulations regarding collection system management. The Wastewater Collections Coordinator also performs and coordinates staff participating in work planning, training, problem solving, budgeting and personnel issues as part of a work team.

The Wastewater/Stormwater Collections Coordinator differs from the Sanitary & Stormwater Technician, which does not have regular, on-going program planning and administrative support duties and primarily performs scheduled, routine, and emergency repairs and maintenance for collections system and stormwater infrastructure and equipment. It also differs from the Field Operations Supervisor which performs full supervisory functions for a work team.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Leads the work of regular and temporary employees; provides daily work direction; plans, schedules, coordinates the assignment, review, and tracking of work; trains and provides technical assistance to staff; analyzes and resolves work problems; makes recommendations on personnel actions, such as hiring and performance evaluations; facilitates participation of team members in work activities.
2. Performs the day-to-day work of the Sanitary & Stormwater Technician, as assigned by the supervisor.

3. Reviews and adjusts daily work records entered into the Computerized Maintenance Management System (CMMS) to ensure accuracy and completion; assists in training employees in the proper procedures for entering and completing daily work records in the CMMS.
4. Develops, recommends and implements collection system operation and maintenance program using the CMMS; develops preventive maintenance schedules and standards; oversees regularly scheduled inspections and maintenance; identifies maintenance and repair requirements; estimates project time and materials; prioritizes routine and emergency activities; reviews construction plans for system extensions for acceptance and conducts final inspections; assists in assessing effectiveness of programs and procedures.
5. Participates in the management of the wastewater collection system with other work team members; assists in the development and recommendation 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; assists in the design and construction management of collection system components.
6. Evaluates, recommends and purchases equipment and other materials; prepares, develops and reviews specifications for purchases, describing the characteristics of the items desired; contacts vendors to research and analyze information; coordinates with purchasing division regarding process for contract documents for bid invitations and requests for proposals.
7. 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.
8. Maintains flow monitoring program; oversees installation and maintenance of flow monitoring and sampling equipment; selects sites for collection of data; analyzes data for various investigative and research purposes.
9. Operates, inspects, maintains and repairs sewer lines, access holes, and pump station equipment, machinery and instruments; oversees, inspects and documents as-builts on new construction; performs main line tap ins, utility locates and vector control; generates auxiliary power and performs emergency bypass pumping or hauling with tanker trucks.
10. Coordinates system maintenance and repair activities; inspects and cleans storm drains, catch basins, sewer lines, water quality facilities and related structures; tests for infiltration and exfiltration; performs standard and emergency repairs to correct line stoppages and breaks.
11. Plans and assists in the development and implementation of projects to improve water quality in the drainage system, such as the construction of small water quality facilities and planting vegetation in wetlands; collects and analyzes data on existing surface water systems; monitors water quality; recruits and coordinates volunteers for water quality projects.

12. Provides public and customer service support to department staff and other municipalities; responds to complaints and inquiries; answers technical questions and explains wastewater collection and processing systems.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Basic principles and practices of personnel management, budgeting, purchasing and contract administration; structure and condition of all County sewage collection systems; Federal, state and County regulations applicable to sewage collection 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 collection systems and components; environmental, occupational and health safety practices, rules and regulations; wastewater sampling techniques; basic technical engineering practices used in the construction and inspection of wastewater facilities; math, algebra and geometry; English grammar, spelling and punctuation; microcomputer applications in wastewater collection data 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; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; prepare and maintain accurate records and technical reports; develop plans, schedules and cost estimates for sewage collection operation and maintenance projects; interpret blueprints, plans, specifications and technical manuals; inspect sewage collection 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 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:** None required.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- State of Oregon Wastewater Collection Certification Level 2

**PRE-EMPLOYMENT REQUIREMENTS**

Must pass a pre-employment drug test (DOT Regulations for CDL).

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.

**POST-EMPLOYMENT REQUIREMENTS**

Possession of or the ability to obtain within 12 months of hire:

- Oregon Class B Commercial Driver's License (CDL) with a tank endorsement and no restrictions in order to drive manual transmission.
- State of Oregon Wastewater Collection Certification Level 4.

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