



CLASSIFICATION NO. 814
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Revised and Retitled: 8/24
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FLSA: Exempt
EEO: 2

WASTEWATER MAINTENANCE SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and review the work of staff assigned to the installation, maintenance, and repair of the mechanical equipment, machinery and automated controls in water resource recovery facilities and pump stations; to coordinate with operations staff to ensure permit compliance; to manage mechanical repairs, modifications and construction projects; and to 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 Maintenance Supervisor is responsible for supervising staff and planning and managing all maintenance servicing and repair activities, including mechanical, electrical, and equipment instrumentation and control, in support of WES' wastewater infrastructure, including pump stations, wastewater treatment facilities, and flow monitoring stations. The incumbent is responsible for scheduling preventative and corrective maintenance, ensuring short-term and long-term planning projects and work orders are completed, and coordinates with Operations staff to ensure 24/7 permit compliance. The Mechanic Maintenance Supervisor provides administrative support to provide data for reporting and meeting performance metrics of the program, performing inspections of new construction completed by outside contractors and staff to ensure compliance with contract document requirements, WES' standards, and other relevant governing statutes, regulations, guides, and standards.

The Wastewater Maintenance Supervisor differs from the WES Tech Division Manager which is responsible for the overall management of the county's 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. Supervises and coordinates plant maintenance, service, and repair activities; participates in and assists in developing short and long-range planning; oversees and procures appropriate equipment and materials; ensures utility reliability, asset protection, and compliance with statutes, rules, and regulations.

2. Participates in the development and implementation of departmental policies, procedures, goals, objectives, and strategic initiatives as they relate to the installation, maintenance, and repair of the mechanical equipment and machinery in treatment plants and pump stations; communicates priorities, goals, objectives, and policies; prepares annual work plans.
3. 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.
4. Ensures compliance with safety procedures and regulations; assists in planning and implementing safety and technical training programs; develops written procedures for maintenance activities; reviews safety concerns and suggestions; interprets and complies with regulatory compliance standards.
5. Serves as a 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 service contracts for the repair of mechanical equipment.
6. 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.
7. Manages maintenance program efficiency and effectiveness and implements corrective actions and improvements; enters and updates data for mechanical equipment in the Computerized Maintenance Management System (CMMS); provides training to employees using the software; serves as a technical support resource to staff to ensure their work is accurately documented in the system; produces preventive and corrective work orders; develops preventive maintenance schedules and routines; oversees regularly scheduled maintenance; identifies maintenance and repair requirements; identifies critical spare parts and manages the inventory; estimates project time and materials; prioritizes routine and emergency activities; reviews construction plans for system upgrades and conducts final inspections; assists in assessing effectiveness of programs and procedures; serves as department technical resource in setting priorities on issues related to operational and maintenance activities; recommends and implements enhancements to service delivery.
8. Provides excellent customer service; resolves technical problems, complaints, and requests for information; serves as a point of contact for other departments, supervisors, and project managers regarding work assignments, project scheduling, and parts and supplies.
9. Supervises and participates in the hiring of technical and maintenance staff; prepares performance evaluations; recommends and administers initial steps of progressive discipline; processes and responds to 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.
10. 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 WES

Administration and County Procurement regarding compliance with solicitation, contract documents, bid invitations, and requests for proposals.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods, materials, tools, and equipment used in wastewater infrastructure and treatment facilities system construction, maintenance, inspection, operation and repair; 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; safe operation and maintenance of mechanical equipment; software applications and information systems.

Working knowledge of: Principles and practices of personnel management, asset management, budgeting, purchasing and contract administration; team building 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; problem solve; 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; develop plans, schedules and cost estimates for wastewater infrastructure and treatment facility maintenance projects; oversee completion of projects within established time and budget guidelines; interpret construction drawings, plans, specifications and technical manuals; inspect wastewater infrastructure and treatment systems for deficiencies; build maintenance schedules; interpret and comply with regulatory permits and requirements; complete mechanical equipment condition assessments; schedule, supervise, coordinate and evaluate the work performed by assigned personnel and contractors; manage time effectively, multi-task; prioritize projects within time constraints and competing deadline; explain and present complex, technical information to individuals with various levels of technical knowledge and skills; supervise and train assigned personnel in maintenance and customer service practices; analyze statistical records and data trends and prepare reports.

WORKING CONDITIONS

The 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: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position including at least two (2)

years of experience as a lead worker, project leader, team leader, or supervisor in a related field.

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 at time of hire and maintain an acceptable driving record throughout the course of employment.

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