



CLASSIFICATION NO. 795  
Established: 1/99  
Revised and Re-titled: 10/18, 5/24  
FLSA: Non-Exempt  
EEO: 7

## **WASTEWATER PLANT OPERATIONS COORDINATOR**

### **CLASS CHARACTERISTICS**

Under general direction the Wastewater Plant Operations Coordinator operates and controls District treatment facilities, equipment, and processes; establishes and implements shift operating plans; coordinates technical and procedural decisions; coordinates and assigns work involved in daily operations of treatment plants; serves as a liaison within the organization to provide operations input during project design phases and coordination during project construction; and to do other work 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 pumping stations, and more than 360 miles of pipes within Clackamas County.

The Wastewater Plant Operations Coordinator is responsible for coordinating and monitoring the operation of the wastewater treatment plants and works closely with Water Quality Analysts and Process Engineers to optimize treatment. Incumbent schedules, coordinates, and provides field and administrative support to ensure compliance with federal and state regulations regarding treatment plant operations. The Wastewater Plant Operations Coordinator also coordinates activities of staff participating in work planning, training, problem-solving, scheduling, and budgeting as part of a self-directed work team, and will fill in for the Wastewater Plant Operations Supervisor as needed.

The Wastewater Plant Operations Coordinator differs from the Wastewater Plant Operator 2 which is responsible for daily plant operations but does not have responsibility for daily operations planning, regular daily lead responsibilities, or responsibilities to fill in for the supervisor. The Wastewater Plant Operations Coordinator differs from the Wastewater Plant Operations Supervisor which has full supervisory responsibility for operations and maintenance of a treatment plant.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Regularly assists the Wastewater Plant Operations Supervisor in coordinating goals, objectives, facility performance and effectiveness; reviews, identifies, and enhances

efficiencies of treatment processes to optimize expenses such as energy, dewatering of biosolids, and chemical usage; fills in for the Supervisor as needed on a short-term basis.

2. Plans, prioritizes and coordinates multiple work activities between Operations and all Programs within the organization; schedules, coordinates, and ensures needed resources (labor, chemicals and parts) are available to accomplish work plans and minimize disruptions to treatment operations; leads the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work.
3. Operates and controls wastewater treatment facilities, equipment, and processes; communicates regularly with operators throughout the shift and provides input on unit process optimization, housekeeping, and safety; provides operational feedback to the Operations Supervisor from staff with concerns and suggestions.
4. Participates in design meetings for construction projects to provide operational input; works closely with the Capital Team to review deactivation requests from contractors and to schedule work that involves taking equipment or processes off-line to ensure that regulatory compliance is maintained.
5. Plans, organizes, and develops training modules on unit processes, process control, and treatment process fundamentals; provides technical guidance as needed to operations staff; coordinates training for Plant Operator Trainees, Plant Operator 1's, and Plant Operator 2's.
6. Monitors and assists in optimizing control loop performance; makes recommendations and assists the Water Quality Analyst in implementing process changes.
7. 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.
8. Plans, organizes, and develops Standard Operating Procedures (SOP); investigates the need for SOPs and the methods used in carrying out SOP; conducts Job Safety Analysis (JSA) for tasks and procedures related to SOPs; maintains and develops revisions to the Electronic Rounds.
9. Provides public and customer service support to County operations and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings; answers technical questions and explains wastewater operations and maintenance systems.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Materials, methods, practices, processes, and equipment used in the operation and maintenance of primary, secondary, and tertiary treatment plants and related facilities; the operation of advanced biological and nutrient removal treatment systems, including equipment, procedures, and processes required to meet or exceed permit requirements; safe work practices and precautions connected with the operation of wastewater or water

reclamation facilities; software applications related to the work, including the Supervisory Control Acquisition Systems (SCADA); NPDES permit parameters.

**Skill to:** Coordinate completion of construction projects, plant pilot projects and testing, plant modifications with staff and vendors; incorporate team participation in decision-making; communicate effectively, both orally and in writing; identify treatment process deficiencies and implement appropriate corrective action in collaboration with the Supervisor; safely and efficiently operate all wastewater treatment plant equipment; diagnose equipment malfunctions; recommend appropriate corrective action; provide informative feedback to supervisors and other workgroups, perform advanced analysis and troubleshooting of process problems; analyze data from meters, monitors, lab results, control systems, and process reports, assess alternatives, exercise sound judgment and take corrective action; train and direct the work of plant operations personnel; perform duties of Wastewater Plant Operations Supervisor on a short term basis; establish and maintain effective working relationships with the public, contractors, government agencies and other County employees; provide technical assistance to other plant and maintenance personnel; use and operate hand equipment; operate mobile equipment such as trucks and fork lifts; use of computers and software for process control recording and monitoring, spreadsheets, calendar management, and word processing.

### **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 in the job announcement.

**Licenses/Certifications:** Certification by the State of Oregon as a Wastewater Treatment Grade 3 Operator.

### **PRE-EMPLOYMENT REQUIREMENTS**

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.

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**

Forklift Certification within 90 days of hire.