



respect - Communication - Integrity - Teamwork - family

WASTEWATER COLLECTION SYSTEM SUPERVISOR

DEPARTMENT/DIVISION: Public Works/Wastewater

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: October 2, 2014

SUMMARY

Under the general direction of the Wastewater Division Manager, this position is responsible for supervising the operations and maintenance functions of the City's wastewater collections and storm water systems. Within these systems responsibility includes storm and wastewater water pipeline, reclaimed water pipelines and storage flow control, storm water catch basins, pipes, lift stations, etc. Emphasis is on the assignment and scheduling of duties and determining that the routine operations, maintenance and repair activities are carried out to meet the objectives of the division. Work involves making regular and special inspections of work sites to determine desirable changes in operations and to solve special problems. Additionally, this position provides administrative support to the Wastewater Division and regularly responds to project requests from other City Departments. Performs related duties as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Direct, supervise, plan and coordinate the work of individuals/crews engaged in the operations, maintenance and repair of wastewater collections, storm water collections, reclaimed water treatment pumps, motors, blowers, fans, heat exchangers, etc.

Issues work orders and dispatches individuals/crews and equipment as necessary to meet work priorities.

Coordinates cost and scheduling tasks to ensure that project schedules and costs are consistent and within established budget.

Inspects collections and reclaimed water distribution systems to determine maintenance schedules and procedures.

Assists the Wastewater Division Manager in developing and monitoring the divisional budget, (e.g.) Collection System personal services, material services and capital infrastructure budgets.

Assists in the development and monitoring of administrative and financial programs and policies.

Assists in researching emerging methods and technologies relative to completion of special projects.

Ensures divisional compliance with local, state, and federal regulations and procedures (e.g.) USEPA, OR-DEQ, OR-OSHA etc.

Monitors and inspects construction and maintenance projects within wastewater, storm water and reclaimed water facilities.

Calculate SDC's

Estimates and maintains materials, supplies, tools and equipment.

Writes work reports, time reports, material usage reports and general correspondence.

Responsible for the divisional management of the City's computerized maintenance management system (CMMS) as they relate to wastewater collections, storm water collections and reclaimed water facilities.

Investigates and responds to complaints and contract disputes.

Represents the Wastewater Division in meetings as directed.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

High school diploma or general education degree (GED) and seven (7) years of increasingly responsible experience in the operation, maintenance and repair of wastewater utility collection system or (10) ten years of increasingly responsible experience in the constructions, operations, maintenance and repair of wastewater or storm water or drainage systems, which included two (2) years of supervisory experience.

LICENSE/CERTIFICATIONS

Certification as an Oregon Wastewater Collection System Operator Level IV (or equivalent reciprocity) is required. Continued progress towards securing and maintaining a Level IV certification per the requirements and schedule as listed in Oregon Administrative Rules Chapter 340, Division 049, "*Wastewater System Operator Certification Rules*," will be a condition of continued employment. Demonstrated continued training in wastewater treatment and/or wastewater collections, through/completion of short courses, seminars, or formal classes.

Must obtain and maintain a valid Oregon driver's License.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Equipment, techniques, materials and tools used in the performance of operations, maintenance and repair of wastewater collection systems; procedures and techniques common to collections, storm drainage and water distribution systems, maintenance and repair methods (e.g.) sewer line cleaning, storm line maintenance, installation of collection system pipe etc.: applicable safety training and occupational hazards; budgeting and cost control methods and procedures; applicable statutes and regulations.

Skill in:

Communicating technical concepts to technical and non-technical staff in a personable and professional manner; supervising, planning, and coordinating the work of unskilled, semi-skilled and skilled staff.

Ability to:

Make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as work orders, diagrams, contracts, design specifications, statutes, regulations etc.; interpret technical instructions in mathematical or diagram form; to communicate effectively verbally and in writing; perform mathematical computations applying concepts of basic algebra and geometry; maintain and prepare records, reports and correspondence; operate a variety of appliances and equipment; establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk for extended periods of time.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and vibration. Occasionally the employee works in treatment process, construction and confined space environments.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.