



respect - Communication - Integrity - Teamwork - family

## WASTEWATER TREATMENT SYSTEM SUPERVISOR

---

**DEPARTMENT/DIVISION:** Public Works/ Wastewater

**GRADE:** M-3

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** July 1, 2011

---

### SUMMARY

Under the general direction of the Wastewater Division Manager, this position is responsible for supervising the operations, maintenance and repair of the City's wastewater treatment and composting systems. Within these systems responsibility includes water pipeline, tankage and wastewater treatment facilities, reclaimed water treatment facilities, and compost processing facilities, 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 facilities 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 treatment, reclaimed water treatment and compost processing equipment, pumps, motors, blowers, fans, heat exchangers, etc.

Develops work orders through the H.T.E. computer system 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 treatment and processing systems to determine maintenance schedules and procedures.

Assists the Wastewater Division Manager in developing and monitoring the divisional budget, (e.g.) Treatment Plant 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 treatment facility.

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 treatment facility.

Investigates and responds to complaints and contract disputes.

Represents the Wastewater Division in meetings as directed.

Investigates and implements alternative methodologies and procedures for economy and efficiency.

Monitor/analyze SCADA System.

## **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 treatment systems or (10) years of increasingly responsible experience

in the operations, maintenance and repair of industrial wastewater processing systems, which included two (2) years of supervisory experience.

Desired:

Bachelor's degree in environmental, civil, mechanical, chemical engineering or related field or Associates degree in Wastewater Technology. Certification as an Oregon Wastewater Treatment Operator Level IV (or equivalent reciprocity) or ability to obtain within one year. Experience with the following software: Word Perfect, Excel, Outlook and be familiar with SCADA operations and capabilities.

**LICENSE/CERTIFICATIONS**

Certification as an Oregon Wastewater Treatment System Operator Level IV (or equivalent reciprocity) or ability to obtain within one year. 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 treatment systems; procedures and techniques common to wastewater treatment process control and laboratory operations; 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; to 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.

The employee must occasionally lift and/or move up to 25 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, vibration, hazardous chemicals and bio-hazards. 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.

