

**CLASS SPECIFICATION**  
**Water Treatment Operations Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under direction, plans, organizes, monitors, supervises and evaluates the operation and maintenance of the City's water treatment facilities, in compliance with federal, state and local requirements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class is responsible for planning, coordinating and supervising the operations of the City's potable water treatment, disinfection and corrosion control facilities and systems. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. The work of this class involves significant accountability and decision-making responsibilities associated with the safety and suitability of the City's potable water supply.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Directs and participates in analyses and prepares recommendations and reports on water treatment operations, regulatory compliance issues and requirements, capital improvement and development,

staffing requirements and other technical and management issues; determines the time, equipment, material and personnel requirements for ongoing operations.

5. Oversees and evaluates water treatment operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost-effective level; directs programs, projects and operational changes to meet these requirements.
6. Ensures operational status of the potable water production, treatment and transmission systems, facilities and processes; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment.
7. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the City's potable water treatment and transmission operations; coordinates division activities with other divisions, bureaus and agencies.
8. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding potable water treatment and transmission.
9. Provides technical assistance to staff.
10. Monitors, researches, develops and recommends improvements, modifications, enhancements and changes to the water treatment and transmission system's Supervisory Control and Data Acquisition System (SCADA).
11. Prepares and submits regular operations and maintenance reports and required regulatory reports to local, state and federal agencies.
12. Confers with and advises City staff regarding potable water treatment and transmission-related needs and requirements.
13. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements to be carried out in the division; ensures compliance with safety procedures regarding the handling of hazardous chemicals used in the treatment process.
14. Prepares requisitions for supplies, equipment, professional services and labor contracts; inspects work performed by contractors to ensure compliance with specifications and standards.
15. Prepares work unit for emergency response activities and supervises assigned unit during emergency situations as necessary, including those associated with weather extremes in remote locations and potentially hazardous conditions (e.g. landslides and floods) and those associated with hazardous materials and water treatment processes.
16. Develops, reviews and updates written operation and maintenance instructions and schedules.
17. In the absence of the Watershed and Conduit Supervisor oversees daily operation and maintenance activities of the Watershed specialists and Pipeline Inspectors Stationed at Sandy River Station.
18. Serves as Incident Commander in actual Emergency Response Incidents and participates in mock emergency exercises.

19. Leads groups of diversified technical disciplines on fact finding tours to assess new and existing water treatment technology.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Methods, practices, techniques and equipment used in operating large, complex water treatment and transmission facilities.
2. Federal, state and local laws pertaining to the operation of water treatment and transmission facilities, including the Safe Drinking Water Act and EPA and U.S. Public Health regulations.
3. Administrative principles and practices of budget preparation and administration.
4. Safety regulations, safe work practices and safety equipment associated with, but not limited to, confined space entry, respiratory protection and process safety management.
5. Computer software applications related to the work, including modern, state-of-the-art supervisory control and data acquisition, spreadsheet, word processing, information management (laboratory) and maintenance management systems.
6. Codes, regulations and guidelines pertaining to the work, including drinking water treatment, handling of hazardous materials, and environmental compliance.
7. Principles and practices of effective human resources management and supervision.
8. Emergency response plans and Incident Command System protocols.

### **Ability to:**

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large, complex water treatment and transmission systems facility.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment and initiative within general policy guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.

10. Effectively manage a logistically challenging work environment ranging from downtown Portland to Bull Run Lake.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil, mechanical, chemical or environmental engineering, chemistry, or a closely related field; and four years of administrative or supervisory experience in the operation, construction, maintenance and repair of a water treatment, storage and transmission system; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

A Water Treatment Certificate of Competency, Grade IV, issued by the Oregon Health Division, Drinking Water Program.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

---

---

**Class History:**

Adopted: 07-01-02 Revised: Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7592 to 30000650, due to system change.

Revised: 8/15/10 – Minor revisions to update after one year review.