CLASS SPECIFICATION
Wastewater Treatment O&M Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, schedules, organizes, and directs a work unit program comprised of skilled and semi-skilled personnel engaged in the operation and maintenance of a large, state-of-the-art wastewater collection system, pumping stations and/or wastewater treatment plant; ensures the proper, efficient and safe operation of the collection and treatment systems and facilities; provides for program support and participation with internal and external stakeholders; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for planning, implementing and evaluating a wastewater treatment and maintenance work unit program. Incumbents are responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Incumbents are expected to build program support and coordinate program activities with internal and external program stakeholders. Work and results are reviewed through inspection and analysis of records, reports and plant performance.

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 biennial program budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans, forecasts, develops and monitors the budget for a work unit program that provides for all aspects of the operation and maintenance of systems and facilities related to the treatment and conveyance of wastewater.

3. 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.

4. Provides leadership and works with staff to create a high performance, self-directed, 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.
5. Works with assigned staff to ensure the proper, safe and efficient operation of a large, state-of-the-art wastewater treatment plant.
6. Provides technical assistance and advice to assigned plant operations personnel.
7. Provides for the training in proper and safe plant operation including entering hazardous environments and responding to the release of hazardous gas (chlorine).
8. Oversees the work of personnel engaged in the installation, maintenance and repair of pumps, valves, pipes, shafts, gears and equipment, machinery and related appurtenances used in the collection and transmission of wastewater and at a large wastewater treatment plant.
9. Plans, inspects and oversees the work of crews engaged in the maintenance, rehabilitation and upgrading of lift stations in the wastewater collection system.
10. Ensures proper training of staff in work methods, use of tools and equipment, and relevant safety precautions.
11. Inspects and evaluates work being performed; identifies problem areas and directs remedial action.
12. Recommends special work or necessary equipment maintenance; reviews completed work.
13. Schedules and coordinates activities with other bureaus and divisions.
14. Responds to emergency situations as necessary.
15. Enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
16. Researches new operational methods, techniques and equipment and recommends their application.
17. Reviews or prepares drawings and specifications for contract work and inspects work performed to determine compliance to standards and requirements.
18. Develops, reviews and updates written maintenance instructions and schedules.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of administration, including the development and implementation of goals, policies, procedures and work standards.
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
3. Principles, practices and methods of budget development and management.

4. Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems.
5. Functions and servicing requirements of the equipment used in a wastewater treatment facility.
6. Principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.
7. Basic engineering principles related to hydraulics and fluid mechanics.
8. Principles, methods, techniques, tools and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to a large wastewater collection and treatment system
9. Safety practices, safe work methods and safety regulations pertaining to the work.
10. Relevant state and federal laws and regulations.
11. Principles and practices of sound business communication.
12. Computer software applications related to the work.

Ability to:

1. Plan, organize, and direct a variety of complex program functions and activities to achieve program goals and objectives.
2. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical and fact-based conclusions and recommendations.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Identify and implement effective courses of action to complete assigned work.
5. Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
6. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
7. Understand, interpret and respond to internal and external customer needs and expectations.
8. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
9. Make mathematical calculations, including metrics.
10. Establish and maintain effective relationships with those encountered in the course of the work.
11. Work independently and exercise sound judgment in performing assignments.
12. Understand and follow oral and written instructions.

13. Prepare records and reports of work performed.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of progressively responsible supervisory experience in the operation and/or maintenance in a large wastewater collection and treatment system; or an equivalent combination of training and experience. Relevant college-level course work and/or technical training is highly desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Some positions may require a Level IV Wastewater Collection System or Treatment Plant Operator's Certificate issued by Oregon Department of Environmental Quality.

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. This class is composed of positions from the following class(es):

1952 PUBLIC WORKS MANAGER. Adopted: 07-01-92; Revised: 07-13-99, 02-03-00

June 2009 - Change Job Class number from 7632 to 30000673, due to system change.