City of Portland Job Code: 30001081

# CLASS SPECIFICATION Watershed and Conduit Supervisor

FLSA Status: Exempt Union Representation: Nonrepresented

#### **GENERAL PURPOSE**

Under general direction, plans, schedules, organizes, monitors, supervises and evaluates the operation and maintenance of the road systems and water supply systems infrastructure associated with the Bull Run Watershed and the conduits that supply drinking water to the City and other entities, and performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for planning, coordinating and supervising the operations and maintenance of the road systems and water supply systems infrastructure associated with the Bull Run Watershed and the conduits that supply drinking water to the City and other entities. Incumbent is responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. 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 operations and maintenance of the City's watershed, water supply conduits, dams and associated infrastructure.

### 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.

- 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. Prepares recommendations and reports on water supply 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 the work of personnel engaged in the installation, operation, maintenance, monitoring and inspections of watershed infrastructure such as road systems, dams, large diameter water supply conduits, conduit interties and valves, equipment, machinery, and related appurtenances and structures to ensure drinking water safety and supply.
- 6. Oversees and evaluates water supply and watershed maintenance and operations to help ensure compliance with federal, state, and local environmental, energy, and other watershed regulatory requirements and to maintain systems at an optimal and cost-effective level; directs programs, projects and operational changes to meet these requirements.
- 7. Ensures operational readiness of the Bull Run watershed infrastructure, water supply conduit systems, and facilities in instances of power outages, landslides and other weather related events; ensures watershed standards and goals are achieved through the proper operation and maintenance of facilities and equipment.
- 8. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the City's drinking water transmission operations and road maintenance operations; coordinates division activities with other staff, divisions, bureaus and agencies.
- 9. Provides technical assistance and guidance to certified staff to ensure the proper, efficient, and safe operation of water transmission and storage systems and facilities.
- 10. Confers with and advises City staff regarding potable water transmission related needs and requirements.
- 11. 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 assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment; takes action to implement any necessary changes/corrections/training as recommended by Division Safety Committee; conducts safety tailgate meetings; completes accident reports, incident reports, 801s, and investigates risk claims.
- 12. 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).
- 13. Directs the maintenance of the watershed road system in order to prevent and/or control fires and erosion. Maintains an environment in alignment with Habitat Conservation Plan guidelines.

- 14. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
- 15. Responds to citizen complaints or inquiries by phone, in person, and by written correspondence or email.
- 16. Inspects the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
- 17. Researches emerging technologies, new operational methods, techniques, and equipment, and recommends their applicability to City systems and infrastructure.

#### MINIMUM QUALIFICATIONS

### **Knowledge of:**

- 1. Principles and practices of administration, including the development and implementation of goals, policies, procedures, guidelines, and work standards.
- 2. Principles and practices of employee supervision, including selection, training, work evaluation, and progressive discipline.
- 3. Principles, methods, and techniques for operating pumps, valves, electric motors, diesel engines, standby generators, and electronic, computerized, and manually controlled systems.
- 4. Principles, practices, techniques and equipment involved in the, maintenance, and operation of watersheds and infrastructure such as road systems, dams, water supply conduits, and conduit interties.
- 5. Basic engineering principles related to hydraulics and fluid mechanics.
- 6. Methods, practices, techniques and equipment used in operating large, complex water transmission facilities.
- 7. Federal, state and local laws pertaining to the operation of water transmission facilities, including the Safe Drinking Water Act, EPA (e.g. National Pollutant Discharge Elimination System (NPDES) regulations), and U.S. Public Health regulations.
- 8. Administrative principles and practices of budget preparation and administration.
- 9. Fire suppression and erosion control techniques in a watershed environment.
- 10. Research methods and analysis techniques.
- 11. Principles, practices, and techniques of effective human resource management and supervision.
- 12. City personnel policies and labor contract provisions.

- 13. Principles and practices of sound business communications.
- 14. Safe work practices, OSHA regulations, and safety equipment related to the work.
- 15. Computer software applications related to the work, including modern, state-of-the-art supervisory control and data acquisition, spreadsheet, word processing, and maintenance management systems.
- 16. Emergency response plans and Incident Command System protocols.

#### Ability to:

- 1. Plan, organize, and direct a variety of complex program functions and activities to achieve program goals and objectives.
- 2. Identify and implement effective courses of action to complete assigned work.
- 3. Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
- 4. Understand, interpret, explain and apply laws, regulations, ordinances, and policies applicable to program/project responsibilities.
- 5. Understand, interpret, and respond to internal and external customer needs and expectations.
- 6. Prepare clear, concise, and comprehensive records, reports, correspondence and other documents appropriate to the intended audience.
- 7. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
- 8. Manage and direct large, complex water transmission and road system facilities.
- 9. Select, motivate and evaluate staff and provide for their training and development.
- 10. Prepare, administer, and monitor a division budget.
- 11. Analyze difficult and complex program, administrative, operational, and organizational objectives and issues, evaluate alternatives, and reach sound, logical and fact-based conclusions and recommendations.
- 12. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
- 13. Work independently, exercise independent and sound judgment, and demonstrate initiative within general policy guidelines when performing assignments.
- 14. Establish and maintain effective working relationships with those encountered in the course of the work including subordinates, public and private officials, outside agencies, and the public. Read and interpret technical information such as plans, specifications, survey stakes, ½ section maps.

- 15. Estimate personnel, material and equipment types and quantities needed and analyze data to make cost estimates.
- 16. Communicate effectively orally and in writing within a diverse, team-oriented work environment.

# Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from four-year college or university with a major in engineering, or a closely related field; and four years of administrative or supervisory experience in the operation and maintenance of watersheds and their infrastructure; or an equivalent combination of training and experience.

# **Licenses; Certificates; Special Requirements:**

A valid state driver's license.

A Water Distribution Certificate of Competency, Grade III, issued by the Oregon Department of Human Services 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: 5/22/09

June 2009 - Change Job Class number from 7559 to 30001081, due to system change.

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