



Public Works Supervisor - Sewer

DEPARTMENT: Public Works
CLASSIFICATION: Exempt

SUPERVISOR: Public Works Director
PAYROLL: Grade 120

POSITION SUMMARY: Performs a variety of supervisory, administrative, and skilled technical work in the operation and maintenance of wastewater treatment facilities, wastewater collection and associated lift stations and storm water collection systems.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Responsible for effective operation and maintenance of the City's wastewater treatment facility, wastewater collection, and associated lift stations and stormwater collections systems to meet NPDES permit conditions and other local, state, and federal regulations.
- Plans, prioritizes, assigns, supervises, reviews, instructs, organizes, schedules, and inspects the work of Operators. Evaluates work performance, determines training needs and implements necessary training programs. Approves leave, appraises performance, sets work standards, interviews, hires, and disciplines employees.
- Plans, schedules, and implements maintenance operation and construction activities necessary to provide quality wastewater treatment services for the City and oversees these activities to ensure that the work is properly performed and conforms to standards.
- Obtains work estimates, orients contractors to projects and project standards, monitors contractors work for compliance with standards, develops bid specifications, and coordinates large maintenance projects with other City departments and/or other local agencies. Participates in a variety of other special projects.
- Supervises the monitoring and performance of all equipment, gauges, and charts in the treatment plant and pump stations; oversees the recording of records statistical data concerning plant operations; ensures maintenance, repair, and replacement of maintains, operates, repairs, and replaces equipment as necessary; reviews charts and lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data, and writes reports as required.
- Prepares specialized reports on various program area activities and issues.
- Administers and revises contracts and agreements for services.

- Prepares bid specifications; purchases and maintains necessary equipment and supplies.
- Presents information in both written and verbal format to various groups (City Council, neighborhood groups, civic groups, etc.)
- Trains and supervises employees who operate, maintain, and repair malfunctioning equipment at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment. Schedules the calibration, modification, and repairs of instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Oversees the collection of samples and identifies concentrations of chemical, physical or biological characteristics of water or wastewater required in accordance with local, state, and federal requirements; plans the gathering and testing of wastewater samples for plan efficiency reports as required.
- Prepares annual wastewater and stormwater collection systems cleaning, televising, and repair schedules.
- Oversees that quality control tests on lab equipment and lab analysis are completed as necessary; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards.
- Trains lesser skilled operators in all acceptable lab methods and procedures to assure accuracy of test results.
- Properly handles and disposes of hazardous materials used in or generated by laboratory procedures.
- Oversees the operation and maintenance of the pump/lift stations; cleaning of wet wells; operation of pumps and valves to control and adjust flow and treatment process; determines and adjusts chemical application rates and points.
- Responsible for ordering and inventorying, and for the use of operation parts, supplies, and materials.
- Schedules day-to-day work activities of plant operations staff. Resolves schedule conflicts and ensures each shift is adequately filled and staffed.
- Keeps abreast of current regulatory trends affecting various areas of responsibility.
- Ensures that supervised staff maintains a safe working environment and comply with federal and state health and safety guidelines and regulations. Prepares accident and damage reports.
- Review plant operational information and monitoring reports for accuracy and recommends/directs appropriate operational adjustments.
- Operates a motor vehicle safely and legally.

- Maintains regular job attendance and adherence to working hours and available for on-call work.
- Assists the Public Works Director in development of the plant safety program.
- Prepares preliminary budget requests and assists in development of plant's operation and maintenance budget.
- Assists in the preparation and administration of the assigned budgets; submits budget recommendations; monitors expenditures.
- Participates in short and long-term planning of capital improvement projects.
- Assists in researching emerging methods and technologies relative to completion of special projects.
- Reviews industrial waste discharge requests by businesses and industries.
- Coordinates, performs, and reviews I and I program.
- Represents City on various construction projects for treatment facilities and collection system; makes recommendations during design of capital improvement projects.
- Manage the preventative maintenance program. Ensure that the plan and database are updated, scheduled maintenance is followed, and the overall plan is enforced.
- Organizes employee safety training.
- Responds to citizen inquiries/complaints, provides information on funding, policies, maintenance, and public improvements.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Administers assigned contracts and inspects the work of contractors hired for various construction and maintenance activities.
- Meets with various groups, organizations, and schools to provide public information and education.
- Represent City on various construction projects for wastewater and stormwater facilities.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules and procedures for work areas.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- May perform various field maintenance duties as workload or staffing levels dictate, however, will not exceed 20% of the work period.
- Position is subject to emergency on-call response after normal duty hours, on a rotational basis. Position may require working on rotating shifts, weekends, and holidays.
- Maintain proficiency and required certifications in areas of responsibility.
- Serve on various committees as assigned.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Associates Degree in Water / Wastewater Technology, Engineering, or Environmental Science and at least five years' experience in the operation of a Level III wastewater treatment facility and a Level III wastewater collection system with two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Working knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment facility maintenance and operation activities and laboratory procedures and practices.
- Skill in operation of tools and equipment including a telephone, computer, calculator, a variety of laboratory equipment and other related industry equipment.
- Knowledge of Microsoft Office Suite.
- Ability to perform process control calculations, work safely, communicate effectively verbally and in writing in order to establish effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions to coordinate, schedule, and direct the work of staff.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of a current Oregon Grade III Wastewater Treatment System Operation Certificate and a current Oregon Grade III Wastewater Collection System Operation Certificate.

- Possession of a current driver's license and the ability to obtain within one year of employment an Oregon Class B Commercial Driver's License (CDL).

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 individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderately loud.

PHYSICAL ABILITIES

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 individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, bend, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- This position requires mobility.
- The employee must be able to operate a vehicle to drive to various locations and have the mobility and agility to move about at each site as the work demands dictate.

SUPERVISION

- Works under the general supervision of the Public Works Director.

- Responsible for 4-8 FTE, seldom over 10 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Public Works Supervisor - Sewer

Date

Public Works Director

Date