

## JOB DESCRIPTION



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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Engineering Services  
**JOB TITLE:** Water Treatment Plant Supervisor

**LOCATION:** Lebanon, OR  
**DATE:** June 2018  
**JOB STATUS:** EXEMPT  
**FLSA Exempt:** Yes

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**PURPOSE OF POSITION:** Manages the operation, maintenance, repair, and programs of the Water Treatment Plant; responsible for personnel safety, compliance with state and federal regulations and permits, and the efficient operation of the facilities; does related work as required.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Functions as team member in the management and operation of the water treatment plant; provides technical and operational input during the design and construction process for improvements to those facilities; provides technical guidance and makes improvements and modifications as appropriate to ensure highly productive and effective work teams and programs.
2. Supervises three or more assigned employees on a recurring daily basis which includes scheduling and assigning work; mentoring, coaching, and training; and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; effectively recommending hiring and termination decisions. Plans, directs, and supervises the staff who monitors the performance of all equipment, trends and laboratory data in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; records lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
3. Represents the City of Lebanon by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
4. Responsible for compliance with federal and state permit requirements, rules, regulations and reporting for each facility. Acts as liaison with state and federal officials concerning plant operations.

5. Develops budgets goals, objectives, policies, and maintenance programs to minimize equipment downtime and service interruptions; efficient and effective utilization of staff to cover facility operations.
6. Schedules day-to-day work activities of plant operations staff. Resolves schedule conflicts and insures each shift is adequately filled and staffed. Coordinates with other departments on water or wastewater-related activities.
7. Keeps abreast of current regulatory trends affecting various areas of responsibility.
8. Ensures that supervised staff maintains a safe working environment and compliance with federal and state health and safety guidelines and regulations.
9. Reviews plant operational information and monitoring reports for accuracy and recommends/directs appropriate operational adjustments.
10. Maintain professional networks and attend training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility.
11. Serves as a member of various City committees as assigned.
12. Assists other staff in the performance of their duties as assigned.
13. Maintain work areas in a clean and orderly manner.
14. Ensure compliance with and follow all safety rules and procedures established by the City Safety Manual.
15. Maintains regular job attendance and adherence to working hours.
16. Possess and maintain a valid Oregon Driver's License with an acceptable driving record.

### **MANDATORY/MINIMUM QUALIFICATIONS:**

#### **Education & Experience:**

1. Associate's degree in water/wastewater technology, engineering or environmental science.
2. Three (3) years of combined experience in Class III treatment plant or higher and supervisory responsibilities, or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.

#### **Licenses & Certificates:**

1. Water Treatment Supervisor: Possession of a current Oregon Class II operating certification in water treatment. Must obtain an Oregon Class III operating certification within six months of hire.
2. Possess or the ability to obtain a valid Oregon driver's license within the first 30 days of employment.

### **DESIRABLE QUALIFICATIONS:**

1. Previous experience supervising.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below represent the operating dynamic of the position.

**Knowledge of:**

1. Principles, practices and techniques of public water or wastewater treatment plant, operation and maintenance methods, materials, equipment used in treatment plants.
2. Public works functions, policies and procedures, and municipal government operations.
3. Accounting principles and practices and government budgeting practices, especially municipal budgeting procedures, policies and fiscal accounting.
4. Principles, practices and policies of management and supervision of personnel.
5. Principles, practices and techniques of municipal water/wastewater treatment operations and maintenance.

**Skill in:**

1. Personnel supervision.
2. Planning, coordinating, and supervising the operations of the water or wastewater treatment plant.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work method procedures.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft Office.

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain positive working relationships.
4. Negotiate effective solutions to complex problems.
5. Handle critical emergency situations in a professional, effective and efficient manner.

**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to sit, stand, climb or balance, stoop, kneel, crouch or crawl, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 25 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

**WORKING CONDITIONS:** The employee will occasionally work in outside weather conditions. The employee occasionally works near moving mechanical equipment and is exposed occasionally to wet and/or humid conditions. The employee occasionally works in high, precarious places and is exposed occasionally to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is sometimes moderately loud. Evening meetings and some travel are required.

**SUPERVISORY RESPONSIBILITIES:** Responsible for 5 FTE.

**SUPERVISION RECEIVED:** Works under the direction of the Engineering Services Director.

A handwritten signature in blue ink, appearing to read "Gary Markle", is written over a horizontal line.

Approved by City Manager

April 2018