



JOB DESCRIPTION

CITY OF SILVERTON, OREGON

This description of overview and expectations does not constitute an employment agreement with the City of Silverton and is subject to change by the city as the needs of the city changes.

Title: Water Quality Supervisor	Supervisor: Public Works Director
Department: Public Works Water Quality	Supervises: Sewer-Water Operators I, II, and III
FLSA Status: Exempt	Bargaining Unit: None
Type: Exempt Group	Effective Date: July 2022

Position Summary

Supervises employees and performs various water quality related duties necessary for the operation and maintenance of a class IV wastewater treatment plant, class III water treatment plant and city pool water quality.

Position Duties

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

- Plans, schedules, implements and oversees all maintenance and operation activities for, water intake supply, treatment and storage processes and, inflow reduction, sewerage lift stations, treatment and effluent disposal processes to insure all required treatment standards are met. Oversees the water quality of a municipal swimming pool. Keeps Public Works Director advised of activities and treatment quality.
- Trains, supervises, evaluates performances and disciplines employees performing the maintenance, process control and repairs to water quality treatment systems, equipment and related facilities. Oversees worker safety programs and procedures for compliance with Oregon OSHA standards. Member of City's Emergency Management Team. In an emergency event or an officially declared State of Emergency, respond as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Orders and processes payments for all supplies, equipment and repair materials necessary for continuous operation of all water quality related processing systems in keeping with the best management of these facilities at the lowest cost using City policies and procedures. Make cost effective use of City resources. Keeps proper inventories and records for all supplies and fixed assets.
- Assists the Public Works Director in the preparation of studies, reports, budget, and construction projects related to water quality processing facilities.
- Responds to system maintenance and/or emergency service calls while carrying a pager and working weekends on a rotational basis.
- Interacts directly with the Oregon Garden staff to insure water management is successfully meeting all terms of the Garden/City water management plan.
- Works directly with industrial customers to insure accurate measurement of sewer effluence parameters and, assist with information on pretreatment system implementation.
- Supports a positive work environment. Treats other employees with respect. Works to resolve issues of conflicting personalities and needs. Stays current with changes in industry technologies and regulatory requirements

Minimum Qualifications

- Two years of related post high-school education, such as an Associate's degree in Wastewater Treatment, Water Environment, Water/Wastewater Technology, or a similar field, with seven (7) years of experience in a wastewater operation, two (2) of which are in a supervisory position; or any equivalent combination of the above education and experience.
- Oregon Class IV Wastewater Treatment Certificate
- Valid Oregon Driver's License or ability to obtain at the time of hire

Desired Qualifications

- Oregon Class II Water Treatment Certificate
- Ability to obtain CPR (Professional Rescue Level) and First Aid, and Oregon Pool and Spa Operator

Knowledge Required

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water and wastewater treatment systems.
- Good working knowledge of PLC ladder logic and Wonderware HMI.

Skills Required

- Process control experience
- Applying management theories and practices
- Intermediate to advanced computer skills: specifically, word processing, spreadsheets, charts and graphs, data bases, PLC ladder logic, and Wonderware.
- High level of interpersonal communications skill, especially in directing and motivating employees and, communications with higher level management and the City Council.
- Use of common hand and power tools, phones and radios.
- Ability to troubleshoot technical problems.
- High level of organizational skills.

Physical Activities/Requirements:

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions.