WATER TREATMENT PLANT SUPERVISOR

General Statement of Duties - Directs the operation of the Water Treatment Section, including well field production, water plant operation and maintenance, source water protection, reservoir and dam operation and maintenance; does related work as required

Supervision Received - Works under general supervision of Operations Manager who reviews work for conformance to Board policy

Supervision Exercised - Exercises full supervision over employees in the Water Treatment Section for conformance to technical operation and maintenance plans and standards; evaluates work performance, recommends personnel actions including selection and discharge

Essential Job Functions

1. Supervises the operation of the utility's treatment plants to meet utility, state and federal water quality and quantity requirements

2. Maintains a comprehensive maintenance management program for the upkeep of water treatment facilities, reservoirs and dams

3. Manages watershed and wellfield water quality through development and implementation of source water protection/wellhead protection plans

4. Manages operation of utility's water quality laboratory for quality control and compliance analysis

5. Prepares routine, technical and special reports for internal use and for conformance with federal and state reporting requirements

6. Assumes section fiscal responsibility by participating in the preparation of and operating within an approved annual budget including purchasing for special and day to day inventory.

7. Demonstrates exemplary leadership and maintains positive, cooperative, and effective working relationships with Water Board staff, other organizations, and the general public.

8. Follows all federal and Oregon OSHA safety rules and procedures for work areas

9. Must possess a valid driver's license upon hire; obtain Oregon driver's license within 30 days of hire and have acceptable driving record.

Auxiliary Job Functions – Provides assistance to other personnel as workload and staffing levels dictate, maintains knowledge and proficiency by attending training and meetings, and reading materials; maintains work areas and vehicles in a clean and orderly manner.

Job Qualification Requirements

MINIMUM EXPERIENCE AND EDUCATION – a minimum of five years of progressively responsible experience in water treatment plant operation and maintenance; graduation from a senior high school or GED and an Associate's degree from an accredited college or university in chemistry, biology, environmental studies or related field

MINIMUM SKILLS AND ABILITIES - Extensive knowledge of practices, procedures, equipment, and materials utilized in a modern water treatment plant; considerable knowledge of the practices of municipal water system operations and maintenance; thorough knowledge of the principles of water bacteriology, water chemistry and laboratory control methods; thorough knowledge of the occupational hazards connected with the work and the required safety procedures; proficient with spreadsheet and word processing software and use of personal computers; ability to effectively supervise personnel; ability to develop and maintain a positive, team-oriented working relationship with Water Board staff; maintains a professional appearance; and maintains a courteous attitude toward customers and the general public

SPECIAL REQUIREMENTS/LICENSES- Must possess a valid driver's license upon hire; obtain valid Oregon driver's license within 30 days of hire and have acceptable driving record; ability to secure State of Oregon Grade III Water Treatment Plant Operator Certificate within 12 months of hire; experience and education suitable to qualify under Oregon Department of Health Services rules as Technical Director of the Water Board's state certified microbiological laboratory

DESIRABLE QUALIFICATIONS-Bachelor's degree in chemistry, biology, environmental studies or related field; Oregon Grade III Water Treatment Plant Operator Certification at time of hire. Experience with computerized maintenance management programs and Microsoft application software

Physical Requirements of Position – While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, tools, or controls; the position requires mobility; duties may infrequently require moving of materials weighing up to 50 pounds; manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment and lab equipment; other activity and types of duties performed require ability to use personal protective equipment such as respirator mask, steel-toed boots, chaps, etc.

Working Conditions – Usual treatment plant and laboratory working conditions; noise level in work area includes pumps, motors, generator, ventilation, and chemical feed equipment; work area includes use of water treatment chemicals and laboratory reagents; duties also take place outside buildings with exposure to all types of weather conditions on a year-round basis including exposure to traffic, dirt, oil, grease, fumes, noise, and chemicals; entry into confined spaces is required on an infrequent basis; position is subject to emergency on-call response after normal duty hours on a rotational and as-needed basis; may require working on weekends and holidays; as employees in this position must be readily available in a timely manner to address operational and customer service needs, a residency requirement applies to this position which requires new employees to obtain permanent residency that provides a 40 minute response time to the Pony Creek Water Treatment facility at 2315 Ocean Blvd., Coos Bay, Oregon 97420 prior to the end of the trial period.