



# City of Umatilla

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|---|--|-----------------------|-----------------------------|
| <b>Job Title:</b>   | Wastewater Treatment Plant Supervisor  | <b>Job Category:</b>  | Non-Union; Exempt           |
| <b>Department/Group:</b>  | Public Works   | <b>Pay Grade:</b>     | I<br>Resolution No. 27-2022 |
| <b>Location:</b>  | Wastewater Treatment Plant   | <b>Reports to:</b>    | Public Works Superintendent |
| <b>HR Contact:</b>  | Jonathan Egan  | <b>Position Type:</b> | Full Time                   |
| <b>Supervision:</b>   | Exercised: Directs work of Lead, Maintenance Worker I and II<br>Received: Works under the direction of Public Works Superintendent |                       |                             |
| <b>Minimum Qualifications:</b>  |  |                       |                             |
| <ul style="list-style-type: none"> <li>High School diploma or GED with two-year or four-year degree desirable.</li> <li>Four (4) years' experience in a wastewater treatment plant facility</li> <li>Four (4) years' supervisory experience</li> <li>Possession of a valid driver's license; commercial driver's license preferred.</li> <li>Minimum possession of wastewater treatment III certification and ability to obtain wastewater treatment IV certification. Possession of collections II and any other certifications or licenses required by state or federal agencies to work in the position assigned.</li> </ul>   |  |                       |                             |
| <b>Job Description</b>  |  |                       |                             |
| <b>GENERAL PURPOSE</b>  |  |                       |                             |
| <p>Coordinates and performs the work to operate and maintain the wastewater treatment plant and collection system, including lift stations, treatment plant, effluent disposal, sludge disposal and all related equipment; does related work as required. This position will oversee and coordinate the work of wastewater treatment plant staff and will ensure compliance with State reporting requirements.</p>  |  |                       |                             |
| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>  |  |                       |                             |
| <ul style="list-style-type: none"> <li>Supervises and coordinates the work of wastewater treatment plant employees to accomplish daily operation and maintenance of wastewater treatment plant and collection system including lift stations.</li> <li>Performs daily operation and maintenance of wastewater treatment plant, lift stations and collection system, and takes appropriate action in the event of malfunction.</li> <li>Prepares and assigns daily employee work schedules.</li> <li>Supervises and performs routine preventative maintenance and repair work on equipment.</li> <li>Performs laboratory testing of samples. Analyzes results and adjusts plant processes for maximum treatment. Maintains required records and reports. Submits reports to the Department of Environmental Quality.</li> <li>Coordinates and oversees training and safety programs for employees; insures adherence to good safety practices as position requires contact with hazardous material gases, chemicals and bacteria.</li> <li>Consults with Superintendent regarding major problems and needs for the plant.</li> </ul> |  |                       |                             |

- Assist the Superintendent in the hiring process for new personnel.
- Assist the Public Works Superintendent in establishing an annual budget for the wastewater systems and works within that budget.
- Operates in a competent, safe manner a wide variety of vehicles and equipment required to perform duties.
- Develops, coordinates and oversees sludge management program.
- Performs other related duties as assigned by the Public Works Superintendent.

This list is illustrative only and not intended to specify every duty and job responsibility.

**PREFERRED SKILLS**

**KNOWLEDGE OF**

- Laws, regulations, policies and procedures applicable to assigned tasks.
- Physics and chemistry related to pumping and chemical tests.
- Wastewater treatment plant instrumentation.
- Mechanical and piping systems including valves, line-ups, gauges and meters.
- Methods and precautions in storing and handling chlorine and other industrial chemicals.
- Self-contained breathing apparatus (SCBA) maintenance and use.
- Record keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Health and safety regulations.
- Requirements of maintaining wastewater treatment plant and related facilities in safe and proper working conditions.

**ABILITY TO:**

- Operate and maintain the wastewater treatment plant and assure plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance.
- Interpret, analyze and apply new technical information.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Ability to effectively: coordinate the work of others, communicate, train others in safe work habits and practices, read plans or complicated engineered drawings, and maintain complete and accurate records.

- Work independently and make appropriate judgments and decisions in stressful situations.
- Ability to establish and maintain high level and effective working relationships.

**PHYSICAL DEMANDS**

Frequent standing, walking, sitting, driving, bending, twisting, crouching, kneeling, climbing stairs, reaching forward, reaching above shoulder, use of wrists, use of hands, use of arms, squeezing, operating foot controls, and lifting, carrying, pushing, and pulling up to 20 pounds.

Occasional crawling, climbing ladders, and lifting, carrying, pushing, and pulling up to 50 pounds.

Rarely lifting, carrying, pushing, and pulling over 50 pounds.

**WORK ENVIRONMENT**

Work is performed primarily outdoors with moderate-to-excessive noise levels and occasionally in an office environment with moderate-to-low noise levels. Position involves travel to a variety of locations to perform site visit work and/or attend meetings. Employee must be able to occasionally work irregular hours, for evening meetings and during emergency situations. Hazards Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals, and inclement weather conditions.

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| Reviewed By:     | Scott Coleman, Public Works Director | Date:          | August 11, 2022 |
| Approved By:     | Dave Stockdale, City Manager         | Date:          | August 12, 2022 |
| Last Updated By: | Jonathan Egan, HR Analyst            | Date/<br>Time: | August 11, 2022 |



David Stockdale  
City Manager