

City of Warrenton is accepting applications for a FT, Water Treatment Plant Superintendent FSLA Exempt. Salary Range 28, \$5,270.24 - \$6,406.01. This is a PERS/OPSRP, AD&D Insurance, Medical, Vision and Dental Insurance and HSA, paid vacation, holidays and sick leave.

Applications and Job Description are available on the City of Warrenton website at <http://ci.warrenton.or.us/>, and at the City of Warrenton Municipal Center, 225 S Main Ave, Warrenton, OR 97146. OPEN UNTIL FILLED – First review process will begin after July 31, 2019. EOE

CITY OF WARRENTON  
Job Description – Water Treatment Plant Superintendent

**JOB TITLE:** Water Treatment Plant Superintendent  
**DEPARTMENT:** Public Works  
**CLASSIFICATION:** FLSA Exempt  
**LAST UPDATED:** 07/16/19  
**REPORTS TO:** Public Works Director/City Engineer  
**SALARY RANGE:** 28

**SUMMARY:**

Under the supervision of the Public Works Director, operates and maintains; water treatment plant facilities, raw water facilities, dams and screen intakes, access to facilities, raw and finished water reservoir structures, headworks distribution system equipment, finish water transmission main, pressure reducing valves, buildings and grounds. The Superintendent is responsible for completing State and Federal water quality reports, and selecting Contractors and Vendors for plant operations. The superintendent is also responsible for the water treatment plant (WTP), raw water distribution, reservoirs, and transmission main budget. They are also responsible for maintenance of records and reports, research and purchase of equipment, implementing safety procedures, completing incident reports, supervising and directing personnel.

**ESSENTIAL FUNCTIONS:**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Follow water quality standards of the Oregon Department of Human Services, Department of Water Services, Department of Environmental Quality, Fish and Wildlife, Oregon Dept. of State Forestry, and all other local State and Federal agencies with jurisdiction.
- Supervises and evaluates WTP programs, staff and operations; monitors plant operations to identify and resolve problems; exercises independent judgment within broad policy guidelines; assures that program activities are in compliance with Federal, state and local rules and regulations, and City policies, procedures and quality standards.
- Supervises, collects, analyses, and reports operational data; reviews operational status and process control reports, and implements appropriate actions; prepares, reviews, and approves mandated WTP reports for regulatory agencies; prepares and presents status reports which summarize operations and maintenance issues, and assures effective communication of all operational issues.
- Supervises and provides leadership and guidance to staff; develops priorities and assigns tasks and projects; meets regularly with staff to discuss and resolve workload and technical issues; develops staff skills and training plans; counsels, trains and coaches staff, and conducts performance evaluations.
- Supervises procurement of services, supplies and equipment; coordinates bid and vendor selection process; develops priorities and allocates resources for repair and maintenance projects.
- Supervises budgets and monitors expenditures; supervises administrative activities including records management, personnel issues, and work activity reports.
- Assures effective communications of WTP operation and maintenance issues; interprets and

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explains Federal, state and local rules and regulations; evaluates and analyzes policies and procedures and recommends solutions.

- Assures that safety rules and regulations are trained and enforced; coordinates with United States Environmental Protection Agency (US EPA) to supervise technical and operational issues.
- Provides technical support and assistance to staff; resolves technical and operational issues.
- Direct personnel and/ or calculates chemical requirements and make necessary adjustments to treatment processes to obtain required water quality, and calibration of water quality instruments.
- Direct personnel and / or performs regular maintenance on continuous micro filtration units and monitor on a daily basis trends to indicate when to perform clean in place (CIP) operation and maintain records.
- Direct personnel and/ or performs onsite daily sampling and testing of water quality. Complete record keeping and chart recording as required by Oregon Department of Human Services, Department of Environmental Quality, Health services.
- Direct personnel and/ or operates and maintains water valve identification and exercise program under operation and maintenance manual procedures within the headworks distribution system and transmission system. Develop distribution maps and update when needed of the entire headworks distribution system.
- Direct personnel and/ or maintains facilities and grounds in a neat, clean and organized fashion.
- Maintain and update files in a neat and organized fashion.

This is a salaried position, which requires work performed only under general supervision; who regularly exercises independent judgment and discretionary power; and the primary duty is the performance of responsible office work directly related to the management of the water treatment plant.

**OTHER FUNCTIONS:**

- Performs other related duties as required and assigned the Public Works Director.
- Demonstrate punctual, regular, and reliable attendance, which is essential for successful job performance.
- Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers. Direct personnel and / or maintain grounds including applying herbicides under the laws of State and Federal guidelines or requirements. Maintain brush and tree encroachment on all water mainline casements under the easement agreement of the private property owner.
- Meet with city government and/ or engineers on improvements of the headworks and water plant design and operations. Inform city government on important issues pertaining water plant and headworks in a reasonable and timely manner.
- Direct and / or monitor plant remotely through laptop computer provided by the city for water plant call out alarms and adjustments of equipment. Contact water plant personnel for emergency situations or events.

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- Direct and / or operate equipment used in construction and maintenance of the headworks and water plant distribution and grounds.
- Purchase 'process and cleaning' chemicals as needed for water plant and headworks operation. Purchase tools needed for day to day operation of water plant and headworks including safety equipment.
- Make decisions and direct water plant personnel under stressful and less desirable conditions due to weather or emergency events in a professional, timely, safe manner. The superintendent is required to be the first person involved when possible to an emergency event at the water plant and headwork's. The superintendent shall assess problems or damage to equipment, determine means of repair and call out personnel as needed.
- Maintain the status as the Direct Responsible in Charge (DRC) as required by the Oregon Department of Human Services for water treatment.
- Schedule water plant personnel for weekend and holiday water plant and headwork's checks or complete checks when staff is unavailable.
- Follow the protocol for the water plant and headwork's chain of command when an event occurs and make changes needed for chemical dosing in an emergency. In the absence of the superintendent, a certified water treatment class II operator for the city must make the chemical dosing changes

**SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Techniques for efficient and cost-effective management of resources.
- Methods and practices for project planning and management of WTP improvement projects.
- Federal, state and local regulations governing municipal water treatment utilities, and environmental science, including (US EPA) and Oregon Health Department (OHD).
- American Water Works Association (AWWA) standards and best practices.
- Standards and specifications for compliance to WTP regulations.
- Principles of design, construction and maintenance of WTP facilities.
- Methods, materials, tools and equipment used in operation and maintenance of WTP and servicing requirements for plant machinery and equipment.
- Political and environmental issues influencing regional water treatment agencies.
- Principals of record keeping and records management.
- Federal and state safety rules and regulations, Occupational and Safety Administration (OSHA) requirements, safety precautions in a treatment plant environment, and drug and alcohol testing guidelines for CDL.
- OSHA Safety Data Sheets (SDS) for hazardous chemicals in the workplace.

**Skills to:**

- Use a Windows based PC with Microsoft Office Suite (Word, Excel, Access, Power Point).
- Analyzing WTP issues, interpreting, evaluating alternatives, and developing recommendations.
- Interpreting and applying operational and safety standards, complex variables, Federal, state and local regulations, and City standards.

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- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Data collection and analysis, and mathematical and statistical calculations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Establishing and maintaining cooperative working relationships with staff, peers, public officials, and representatives from other Federal, state and local agencies.
- Operating a personal computer utilizing a variety of standard and technical software.
- Effective verbal and written communications.
- Work independently.
- Prepare clear, concise, technically sound reports.
- Exercise diplomacy in resolving job site discrepancies with contractors and designers.
- Work in and around heavy equipment and live traffic.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Associates Degree in Environmental Science, Biology, Chemistry, Water Quality Technology or related science field; AND three year's water treatment experience preferably as a Level II Water Treatment Plant Operator with an understanding of membrane filtration technology and two years previous supervisory experience; OR an equivalent combination of education, training and experience.
- Knowledge of laboratory procedures for water treatment purposes.
- Intermediate computer skills and a good understanding of supervisory controls and data acquisition (SCADA) systems.
- Must possess a class II water treatment certificate required by the Oregon Department of Human Services or ability to obtain within six (6) months.
- A valid Oregon Driver's License is required or ability to obtain within three (3) months and a driving record acceptable to the City's insurance carrier.
- Ability to work in adverse weather conditions and continuous long hours.

**Desirable Qualifications:**

- Pesticide applicators certificate
- Training and knowledge for the handling of hazardous materials. Training and knowledge of personal and protective equipment, (PPE).
- Mechanical aptitude and background of mechanical construction and maintenance.
- Possess a class III water treatment certification and a class II water distribution certification or the ability to obtain from the State of Oregon.

**WORKING CONDITIONS:**

Work is performed indoors at WTP facilities 80% of the time and 20% of the time outdoors in all-weather condition (mild to extreme); may be exposed to safety hazards and dangerous tools and equipment, including working near high-voltage equipment, contact with a variety of corrosive and toxic chemicals and gasses such as, chlorine, fluoride, various polymers, calcium/sodium hypochlorite and caustics.

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Strenuous physical work is required which may involve heavy lifting, bending and twisting. Handling of hazardous materials used for cleaning purposes required for operation of continuous micro filtration (CMF). Working in trenches or in a confined space, irregular surfaces, the climbing of ladders on water storage tanks, or other activities as needed. Working in unpleasant and stressful conditions due to weather or emergency situations, which includes being called out at any time. The superintendent will also be required to work out of a small boat under adverse conditions for operation purposes of reservoirs and dams.

**PHYSICAL REQUIREMENTS:**

*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 job, the employee is regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is required to stand, walk, reach with hands and arms; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Moderate physical work requiring ability to stand 25%, walk 25% and sit 50% of the time. Position requires occasional lifting of up to 60 lbs. (chemical bags) and pushing and pulling up to 250 lbs (pallet jack loaded with chemical bags). Lowered work in a standing, stooping/squatting or kneeling position is performed on an occasional basis when maintaining pumps, motors, collecting samples and cleaning; manual dexterity is required to loosen and tighten bolts. Climbing Stairs is performed frequently to access various plant areas. Ladder Climbing is performed on occasion to change light bulbs and to inspect and maintain various types of equipment. Repetitive trunk rotation in standing position is performed on occasion when running samples, using weed eater and shoveling snow. Repetitive arm use is required on a frequent basis to perform cleaning duties; frequent talking, hand/eye coordination for operation of computer keyboard and plant controls, hearing and listening for instructions and warning signals; vision for near and far acuity and depth perception.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload. The City of Warrenton is an Equal Opportunity Employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date