

**The City of Warrenton, Oregon is seeking a qualified individual to serve as Wastewater Treatment Plant Operations Supervisor.**

Range 27: \$5,326.11 - \$6,473.92 monthly + excellent benefits. FT Exempt Position under the direction of the Public Works Director.

Under the direction and general supervision of the Public Works Director, operates, maintains, and supervises activities of the Wastewater Treatment Plant as the Operations Supervisor. The Supervisor plans and arranges work as approved by the Public Works Director and provides supervision and training as needed of day-to-day activities for Wastewater Plant Operator II, Wastewater Treatment Plant I/Operator in Training, and Utility Workers or other assigned personnel at the Wastewater Treatment Plant. Performs all duties associated with the operation of the wastewater plant and sewerage system. Available to respond as needed to any alarms or emergencies at the Wastewater Treatment Plant and monitors the SCADA system both off site and on site.

**Minimum Qualifications include:**

- Must hold an Oregon DEQ Wastewater Treatment System Operator certification, Grade III.
- Must hold an Oregon DEQ Wastewater Collections System Operator certification, Grade II.
- 3 years minimum experience in water/wastewater collection, treatment, and plant operations.
- At least one year of supervisory experience is preferred.
- Thorough knowledge of the principles and practices of water/wastewater treatment plant operations specifically Sequence Batch Reactors; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of industrial waste.
- Thorough knowledge of the principles and practices of training and safe work practices.
- Use of word processing, spreadsheet, and database software.
- Able to direct, lead, and communicate effectively both orally and in writing.
- Effectively communicate and interact positively and cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

**Licenses, Certificates, and other Requirements:**

- Oregon Wastewater Treatment System Operator Grade III Certification.
- Oregon Wastewater Collections System Operator Grade II Certification.

To apply: Download application and full job description at [www.ci.warrenton.or.us](http://www.ci.warrenton.or.us); application packet can also be obtained at City Hall, 225 S. Main Ave., Warrenton, OR 97146; (503) 861-2233.

Mail application, resume, and cover letter to City of Warrenton, Attn: Public Works, PO Box 250, Warrenton, OR 97146 or email to [gshafer@ci.warrenton.or.us](mailto:gshafer@ci.warrenton.or.us); [citymanager@ci.warrenton.or.us](mailto:citymanager@ci.warrenton.or.us) & [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us).

**Position open until filled. First Review Deadline June 2, 2023, 5:00 p.m.**



## City of Warrenton

### Position Description

<b>Position: Wastewater Treatment Plant Operations Supervisor</b>	
Department/Site: Public Works/Wastewater Treatment Plant	FLSA: EXEMPT
Evaluated by: Public Works Director	Salary Grade: 27

### Summary

Under the direction and general supervision of the Public Works Director, operates, maintains, and supervises activities of the Wastewater Treatment Plant as the Operations Supervisor. The Operations Supervisor plans and arranges work as approved by the Public Works Director and provides supervision and training as needed of day-to-day activities for Wastewater Plant Operator II, Wastewater Treatment Plant I/Operator in Training, and Utility Workers or other assigned personnel at the Wastewater Treatment Plant. Performs all duties associated with the operation of the wastewater plant and sewerage system. Available to respond as needed to any alarms or emergencies at the Wastewater Treatment Plant and monitors the SCADA system both off site and on site.

### Essential Duties and Responsibilities

- Acts as the Operations Supervisor for the City's Wastewater Treatment Facility.
- Holds the DEQ Certifications required for the necessary operation of the Plant (Level III Treatment and Level II Collections).
- Understand and carries out oral and written directions
- Operates and maintains sequence batch reactor Wastewater Treatment plant with ultraviolet disinfection, dump station, biosolid lagoons, and deep-water outfall to the river.
- Has substantial knowledge of the City's permit, DEQ, and related regulatory obligations and works with the Public Works Director to ensure compliance with all Federal, State, and local regulations.
- Verifies accuracy and completeness of discharge monitoring reports including data entry and submission into EPA central data exchange.
- Assists in completing and submitting required reporting including but not limited to discharge monitoring reports, infiltration and inflow reports, wastewater solids annual report, hauled waste report, outfall dive inspections, sanitary sewer overflow reports, ORES reports.

- Monitor inventory and procure supplies, tools and equipment following city purchasing policy.
- Takes samples and performs laboratory analysis tests in accordance with the Plant's manual, NPDES permit, and EPA approved procedures, manages laboratory QA/QC program including auditing and developing SOPs and control charts. Addresses requirements associated with laboratory accreditation.
- Performs project management for projects associated with the city's sewer fund including capital improvements and materials and services budgets.
- Performs a variety of tasks in the operation, repair, and maintenance of the City's wastewater treatment facility, including significant troubleshooting, followed by corrective measures in collaboration with other Wastewater Treatment facility staff, contractors, outside technicians, and consultants.
- Performs or directs performance of any of the tasks needed for operation of the plant: Establishes treatment protocols and makes process control adjustments controls flow and processing of water/wastewater, sludge, and effluent. Monitors gauges, meters, control panels and all software or apps used to control same. Observes and monitors meters and gauge readings, operates valves and gates either manually or remotely. Administers pumps, engines, and generators to adjust flow and treatment processes. Maintains logs and records readings.
- Advanced technology skills including proficiency in MS office, Email, Wonderware SCADA and typical industrial automation with an aptitude to learn new software programs as required for the position.
- Audits and creates and develops maintenance schedules following O and M manual directions and principles of asset management. Update O and M manuals and As-Builds as needed.
- Responds to system maintenance and or/emergency service calls outside of scheduled work hours. In an emergency event or an officially declared State of Emergency, responds and directs staff to facilitate the restoration of essential public services, facilities, and infrastructure. Provides updates and reports to management about the status of emergencies and measures taken to resolve issues.
- Oversees city industrial user compliance, performs industrial facility inspections, coordinated random sampling and enforcement of development agreements or industrial user permits. Issues Notice of Violations as needed.
- Support a positive and safe work environment. Actively participates in safety initiatives.
- Establishes and maintains cooperative, professional relationships as needed. Works collaboratively in a team environment with a spirit of cooperation. Treats other employees with respect.
- Reviews specifications for mechanical and electrical equipment replacement or improvement projects.
- Contributes to developing annual operating budget and capital outlay plans.
- Performs other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

## **Other Duties**

Attends staff meetings, trainings, and conferences.  
Assist in routine and emergency maintenance of sewer pump stations in the collection system as needed.  
Oversees industrial users connected to the city sewer system.

## **Minimum Qualifications**

- Must hold an Oregon DEQ Wastewater Treatment System Operator certification, Grade III.
- Must hold an Oregon DEQ Wastewater Collections System Operator certification, Grade II.
- 3 years minimum experience in water/wastewater collection, treatment, and plant operations.
- At least one year of supervisory experience is preferred.
- Thorough knowledge of the principles and practices of water/wastewater treatment plant operations specifically Sequence Batch Reactors; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical sewage analyses; effects and problems of industrial waste.
- Thorough knowledge of the principles and practices of training and safe work practices.
- Use of word processing, spreadsheet, and database software.
- Able to direct, lead, and communicate effectively both orally and in writing.
- Effectively communicate and interact positively and cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

## **Licenses, Certificates, and other Requirements:**

Oregon Wastewater Treatment System Operator Grade III Certification.  
Oregon Wastewater Collections System Operator Grade II Certification.

## **Desirable Qualifications:**

- Associate of Science degree in Wastewater Treatment Technology.
- Knowledge of Federal and state laws governing the National Pollution Discharge Elimination System.
- Possess a valid state of Oregon Commercial Driver's License.

## **Physical and Mental Demands:**

Work Environment is such that the employee may be exposed to possible operations hazards including fumes, odors, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infections waste, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to

explosive mixtures or toxic gas. Errors may be serious, involving such things as loss of delay of public services, equipment damage, downgrades in wastewater treatment quality and could affect public health. Plant effluent problems are also a hazard which may be a violation of DEQ regulations. Must be able to use a respirator as determined by a professional licensed health care professional while performing various work tasks. Must be able to enter and work in confined spaces.

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Mailing Address: \_\_\_\_\_  
*City State ZIP Code*

Address: \_\_\_\_\_  
*Address Apartment/Unit #*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

High School Equivalency? YES  NO  School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

(503) 861-0823 or cityrecorder@ci.warrenton.or.us