

## WATER TREATMENT PLANT SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To oversee and manage the Water Treatment Plant operations; areas of responsibility include watersheds, pump stations, reservoirs, and pressure reducing stations; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible support to the Director of Public Works.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over subordinate staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Oversee and manage the services and activities of the Water Treatment Plant; areas of responsibility include watersheds, pump stations, reservoirs and pressure reducing stations; ensure high quality water supply.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for maintenance and operations staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Order, receive and store equipment, parts and chemicals for plant operations; instruct contracted services and vendors in plant operations.
6. Monitor and maintain water supply infrastructure roads, dams and watershed roads and diversionary dams; maintain relations with watershed neighbors.
7. Oversee all plant and pump station maintenance; troubleshoot and diagnose plant problems; calibrate plant equipment; repair computer and computer networks.
8. Represent the City on Joint Owned Water Treatment Plant (JWTP) committee; maintain positive relations.
9. Monitor and oversee water quality laboratory testing procedures; ensure testing is timely and in compliance with mandated testing procedures.
10. Participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

**CITY OF FOREST GROVE**

**Water Treatment Plant Superintendent (*Continued*)**

11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Serve as liaison with other divisions, departments, outside agencies, and the general public; negotiate and resolve sensitive and controversial issues.
14. Provide responsible staff assistance to the Director of Public Works.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water treatment production, storage and distribution.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services, and activities of a water treatment, production, storage, and distribution program.
- Methods and techniques used in water treatment and water system maintenance, construction and repair work.
- Principles and practices of program development and administration.
- Principles and practices of water quality testing.
- Principles and practices of budget preparation and administration.
- Methods and techniques of troubleshooting, diagnosing and resolving plant equipment problems.
- Modern office equipment including computers and supporting word processing and spreadsheet applications.
- Operational characteristics of water treatment and distribution materials and equipment.
- Principles and practices of mathematics.
- Principles of business letter writing and report preparation.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive water treatment program.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Write and use complex computer programs.
- Resolve complex water treatment plant equipment problems.
- Oversee water quality testing procedures.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.

**CITY OF FOREST GROVE**  
**Water Treatment Plant Superintendent (Continued)**

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a completion of the twelfth grade supplemented by specialized training in construction, water treatment and distribution, or a related field.

**Experience:**

Five years of increasingly responsible experience in water treatment, distribution and operations program management, including two years of administrative and supervisory responsibility.

**License or Certificate**

Possession of an appropriate, valid Water Treatment Class III certification.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Office and field environment; travel from site to site; some exposure to inclement weather conditions, noise, dust, and gases.

**Mobility:** Incumbents require sufficient mobility for walking, standing or sitting for prolonged periods of time.

**Vision:** Vision sufficient to read printed documents.