**City of Pendleton**

**Job Description**

**Wastewater Treatment**

**Resource Recovery Facility (WWTRRF)**

**Superintendent**

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| --- | --- |
| **Department**: Public Works – WWTRRF Division  | **FLSA**: Exempt |
| **Reports to**: Public Works Director  | **Representation**: None – Supervisor |
| **Pay Range**: Supervisory/Confidential Scale, Range 6  | **Date**: February 2020  |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs skilled work in the administration, planning, supervision, construction, operation, repair, and maintenance of the wastewater treatment resource recovery facility (WWTRRF) and equipment; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. WWTRRF Operations: Planning, scheduling, and implementing administrative, operational, maintenance, repair, and construction activities targeted to established policy and procedures for insuring compliance with National Pollution Discharge Elimination System (NPDES) permit requirements for the WWTRRF Division of the Public Works Department, both during normal working hours and off-duty hours; managing related work to determine acceptability and conformance to industry standards; preparing regulatory reports as required for Oregon Department of Environmental Quality (DEQ); and available for emergency call-out by SCADA and / or dispatch after normal work hours.
2. WWTRRF Equipment: Monitoring, operating, calibrating and maintaining WWTRRF equipment, including but not limited to, headworks with rotary drum fine screens, screw conveyor, and grinder; aerated grit pump; influent Parshall flume; primary clarifiers; submersible pumps at in-facility pump station (IPPS); submersible pumps at recycle pump station (RPS); secondary aeration basin (AB) that includes influent Parshall flumes, submersible mixers, vertical shaft mixers, internal recycle pumps, membrane fine bubble diffusers, and process blowers; secondary clarifiers; gas chlorination system; chlorine contact chamber and static mixers; dechlorination system; utility water pumps; underground pump station; anaerobic digester mixing system; cogeneration micro-turbines and gas conditioning; dewatering screw press and polymer feed system; biosolids production, storage, handling, and land application; and back-up generator (1 MW capacity).
3. Management of Control System: Monitoring and operating Supervisory Control and Data Acquisition (SCADA) control system as it relates to process control and automation for optimal WWTRRF performance. Evaluates monitoring and tracking trends and patterns, executing courses of action.
4. Operational Management: General maintenance of electrical systems and all related components. Managing the supplies and equipment used in the operation, maintenance, construction and repair of the WWTRRF and the requisitions for needed supplies. Maintaining a variety of records relating to personnel, equipment, and supplies. Insuring the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools prior to and after use. Analyzing and assessing the needs of the WWTRRF for equipment and materials for completion of the same. Providing recommendations regarding large purchases and requisitions all supplies and materials needed for effective WWTRRF operation.
5. Communication: Coordinating work activities with Public Works Director, Public Works Superintendent, Water Superintendent, Control Systems Manager, Regulatory Specialist, and utility billing staff to create efficiencies in workloads.
6. Supervision: Training, supervising, coaching, motivating, and disciplining employees assigned to perform the duties of operation, maintenance, construction, and repair for the WWTRRF. Managing the safety of assigned subordinates by instructing individuals in proper safety procedures and monitoring work in progress.
7. Inputting data into computer, electronic operation and maintenance software, and keeping accurate records of facility operations and reviewing WWTRRF staff work for compliance.
8. Laboratory Operations: Manages laboratory operations and assists by performing laboratory tests, including but not limited to: biochemical oxygen demand, total suspended solids, volatile suspended solids, total solids, volatile solids, ammonia ISE (ion sensing electrode), and volatile fatty acid analysis. Assists with collection of samples either manually or by programming equipment for automated sample collection; tests for biological and/or physical characteristics as required by the NPDES permit or needed for facility control testing purposes.
9. Oversee general maintenance of all facilities and grounds, including cleaning and painting as required.
10. Writing and updating standard operating procedures and work plans and reviewing WWTRRF staff for compliance.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Attends meetings, conferences, seminars, and training as required.
2. Participates on boards or committees as assigned.
3. Assists with budget preparation or other special projects.
4. Works with Control Systems Manager to develop programming skills and control understanding related to SCADA for optimizing facility performance.
5. Other duties as assigned by the Public Works Director.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, what separates this job from others in the series?)*

This position is distinguished from the Public Works Director position by the absence of ultimate responsibility for the development of plans, policies and budget of the department. Implementation responsibilities may be delegated, but department outcomes remain the responsibility of the Director. This position manages the Resource Recovery Facility Division of the Public Works Department and is responsible for supervision of a series of subordinate positions.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) required preferably supplemented by two (2) years of mechanical trade and/or wastewater treatment school with an Associate Degree or equivalent. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[x]  5 – 8 years

[ ]  Other

 Describe experience: 7-years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation and maintenance of related control and electrical equipment.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, tools, materials and equipment related to wastewater, laboratory operation, control and electrical systems.
2. Knowledge of quality control and quality assurance techniques related to wastewater, laboratory testing, control, and electrical systems.
3. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement, and other applications related to operation and maintenance activities for the department.
6. Ability to perform data entry and use word processing and spreadsheet programs.
7. Ability to understand, analyze and interpret maintenance manuals and technical specifications.
8. Ability to guide, direct, coach, motivate, and discipline employees.
9. Ability to operate and maintain various tools and equipment used in Public Works projects.
10. Ability to organize and supervise the activities of subordinates performing construction, operation, and maintenance work.
11. Ability to diagnose and analyze problems and recommend and/or institute a corrective action.
12. Ability to communicate effectively, verbally and in writing, in English.
13. Ability to respond to emergencies on a 24-hour basis.
14. Ability to work independently in the absence of direct supervision.
15. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
16. Ability to establish and maintain effective working relationships with employees, other departments and the public.
17. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. [x]  Must possess at time of hire, promotion or must receive registration by reciprocity or obtain within six (6) months of hire, State of Oregon Operator in Direct Responsible Charge certification for Wastewater Treatment IV.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV, loader, Toolcat, etc.
2. Laboratory equipment including, but not limited to: pH meters, drying ovens, muffle furnace, spectrophotometer, and assorted sampling devices.
3. Variety of hand and power operated tools, including, but not limited to: wrenches, hammers, saws, drills, weed-trimmer, mower, chainsaw, demolition saw, grease gun, knives, screwdrivers, mop, squeegee, etc. that are needed for operation and maintenance of facility.

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: Staff and temporary employees of the Resource Recovery Facility Division of the Public Works Department.
2. This position reports to the Public Works Director. Supervision received is (choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily indoors and outdoors at the WWTRRF. Work is most often in a temperature controlled office and occasionally in outside weather conditions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk and hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell.
5. Strength Rating (see attached definitions) is: Medium.
6. Strenuous physical exertion may be required.

h) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard.)*

[ ]  Office environment/no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment **less than 10%**

[x]  Exposure to toxic elements/hazardous chemicals **less than 1%**

[x]  Work at heights in excess of 20 feet **less than 1%**

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes **less than 50%**

[x]  Isolation **0-30%**

[x]  Exposure to light or noise extremes **less than 5%**

[x]  Regular travel outside the City **less than 1%**

[x]  Risk of injury **tripping/lifting-less than 1%**

[x]  Significant physical exertion required to **perform duties-less than 10%**

[ ]  Other (describe) %

i) General hours of work are 7:30 a.m. – 4:00 p.m. Monday – Friday. Variations include: *(Check all that apply)*

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or night shifts

j) Employee must live within 30-minutes response time to the WWTRRF.

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [x]  Prepare [x]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: December 2013

Adopted: May 2014

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.