



City of Lake Oswego, Oregon

Job Description

ASSISTANT WATER PLANT MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 570

Job Code: 4090

Class Summary

Under general supervision, assists with the management of the operation and maintenance of the City's Water Treatment Plant, Clackamas River Intake and SCADA system, operation of the distribution system pumping stations and supervises plant operators. Maintains computer and manual records of water quality and equipment maintenance; reports to state agencies as required. Trains new employees and reviews work of staff. Purchases supplies, parts and chemicals. Responds to citizen complaints and concerns.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees.
3. Develops and oversees new Operator training program. Ensures that all new staff have a consistent and comprehensive training during and after their 6 month probationary period
4. Maintains water quality by ensuring compliance with standards including maintaining records of raw and finished water quality, determining parameters for chemical dosage and actions required in emergency situations such as chemical spills or chlorine leaks.
5. Oversees maintenance of equipment and facilities for the Water Treatment Plant including maintaining records, scheduling repairs and overseeing preventive maintenance programs.
6. Prepares purchase orders/requests for supplies, parts and replacement items including determining inventory levels and materials and equipment used.
7. Writes and enforces safety policies and procedures such as hazardous materials processing management, record maintenance for Material Safety Data Sheets and confined entries.
8. Assists with preparation of the budget for the Water Treatment Plant including determining capital equipment purchases and allocation of resources, monitors departmental expenditures and ensures that expenditures remain within budget.
9. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Supervisory theories and principles.
- Local, state and federal standards, laws and regulations related to water treatment.
- Preventive maintenance of mechanical equipment, e.g., lubrication and coatings.
- Math and science topics, e.g., math, chemistry, microbiology and hydraulics.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply supervisory theories and practices.
- Prepare Budgets
- Report and track expenditures.
- Maintain quality level of water supply.
- Make presentations.
- Resolve conflicts.
- Promote good public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Biology, Environmental Science or a related field and four years related experience; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must have State of Oregon Water Treatment certification Level 3. Water Distribution Level 2 is desired. Must obtain Oregon Water Treatment Certification Level 4 within 2 years of hire. Filtration Endorsement may be required in lieu of prior experience working at a filtration plant.

Applicants with certifications from other states will be expected to acquire, by reciprocity, State of Oregon certifications within 6-months of hire for the grade identified above.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job 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.