



City of Lake Oswego, Oregon

Job Description

WATER SUPPLY AND TREATMENT MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 590

Job Code: 4037

Class Summary

Manage and maintain Lake Oswego – Tigard Water Partnership facilities, including the intake pump station, water treatment plant, and associated conveyance pipelines. Assume responsibility for the supply production of drinking water for the City of Lake Oswego and Tigard. Establish water treatment programs and plant performance goals to ensure Federal and State drinking water standards are achieved. Identifies and evaluates current and proposed drinking water regulations to assess their impact to established treatment programs and plant performance goals. Determine the need to modify existing treatment programs or plant performance goals to maintain compliance with the Safe Drinking Water Act. Manages the water conservation programmatic goals and operations. Responsible for managing and conducting water quality sampling and regulatory compliance. Monitors operator performance and determines the need for additional operator training or certifications to satisfy treatment plant programs or goals. Respond to citizen complaints and concerns. Prepares and monitors Water Treatment Plant annual budget.

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. Establishes water treatment and maintenance programs for the Water Treatment Plant including the facility's operation, maintenance, and laboratory analysis and reporting functions for all program areas.
2. Participates in and leads the Operations Committee comprised of Lake Oswego and Tigard staff, and reports directly to the Oversight Committee composed of Lake Oswego and Tigard Council Members.
3. Supervises directly, or through subordinates, all personnel, including the determination of their performance evaluations, salary adjustments, work plans, and hiring/firing decisions. Ensures training is provided to all personnel.
4. Manages the organization, staffing, and operational activities for the Water Treatment Plant, assuming responsibility for all critical decisions regarding operational changes, maintenance priorities, scheduling, and compliance with numerous regulations from federal, state, and local agencies.
5. Identifies and establishes plant performance goals and monitors progress toward goal achievement. Determines means and methods to measure plant performance relative to established benchmarks.
6. Monitors and evaluates existing and proposed drinking water regulations to determine the need for modifications to current water treatment or maintenance programs.

7. Actively manages and engages the conservation and curtailment practices and guidelines as established in the Lake Oswego Water Management and Conservation Plan, and provides periodic updates to the plan for State review and acceptance.
8. Serves as a liaison for other departments and the City of Tigard, outside agencies and the general public. Determines reports and applications to file and actions to take in resolving conflicts.
9. Writes and enforces safety policies and procedures such as hazardous materials processing management and record maintenance for Safety Data Sheets and confined entries.
10. Actively participates in the Regional Water Providers Consortium, and the Clackamas River Water Providers committees, maintain the city of Lake Oswego and Tigard's water supply interests.
11. May be responsible for future Water Rights representation.
12. Prepares 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.
13. Advises the City Engineer, City Manager, City Council, and Partnership Oversight Committee on matters related to Federal and State drinking water regulations and laws. Provides technical support to other departments, outside agencies and the general public on water related matters.
14. Manages emergency response and planning for water supply and delivery.
15. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Supervisory theories and principles.
- Engineering economics and budgeting theories and principles.
- Federal and State standards, laws and regulations related to municipal drinking water treatment.
- Advanced asset management systems associated with treatment plants, pump stations, and pipelines.
- 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.
- Manage and implement complex asset management systems specifically associated with the Water Treatment Plant, River Intake Pump Station, reservoirs, and major pipelines system to Tigard.
- Conduct economic analyses and preparing budgets.
- Report and tracking expenditures.
- Maintain quality level of water supply.
- Make presentations.
- Resolve conflicts.
- Promote good public relations.
- Utilize oral/ written communications and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 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 a Bachelor’s degree in Biology, Environmental Science, Engineering or related field and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.. Master’s degree in Public Administration of similar higher level degree in related field is desirable.

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.

A State of Oregon Water Treatment certification grade 4 is highly desirable. A State of Oregon Water Distribution level 3 certification is highly desired. A 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.