

# Water Quality Manager

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**DEPARTMENT:** Public Works  
**DIVISION:** Water Quality  
**SUPERVISOR:** Public Works Director  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes

## **POSITION SUMMARY**

The Water Quality Division Manager is responsible for the daily operation, maintenance, and supervision of personnel at the Water Filtration Facility, Wastewater Treatment Plant, and all other facilities in connection with wastewater operations.

## **SUPERVISION RECEIVED**

Works under the direction and supervision of the Public Works Director.

## **SUPERVISION EXERCISED**

Exercises close supervision over water/wastewater treatment plant operators, facilities, and systems.

**ESSENTIAL JOB FUNCTIONS** include the following, but are not limited to:

- Operates and maintains the Wastewater Treatment Plant and sanitary sewer lift stations to control flow and processing of wastewater, sludge, and effluent to meet NPDES and other local, state, and federal regulations. Act as Department of Environmental Quality (DEQ) Supervisor of Record for wastewater treatment and collection systems.
- Operates and maintains the Water Filtration Facility to produce high quality water that meets local, state, and federal regulations. Oregon Health Authority (OHA) Direct Responsible Charge (DRC) for the Water Filtration Facility.
- Oversees the analysis of water, wastewater, and sludge samples to provide data for the efficient operation of the treatment plants, as well as compliance with federal, state, and local regulations, with the use of in-house and outside labs.
- Analyzes annual operating costs and makes recommendations for department budgets.
- Plans, schedules, and implements maintenance and operation personnel and activities as they have to do with the operation of the Water Filtration Facility, the Wastewater Treatment Plant, and the sanitary sewer lift stations.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the associated facilities.
- Supervises the control and use of, and assumes responsibility for all equipment materials, and supplies used in the maintenance, construction, and repair of the Water Filtration Facility, Wastewater Treatment Plant, and lift stations.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.

- Must be able to perform all duties of an operator.
- Required to work weekends and be on call.
- Participates in short- and long-term planning of capital improvement projects.
- First point of contact with DEQ and other regulatory agencies on wastewater issues and OHA on water treatment issues.
- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Graduation from a four-year college or university with a Bachelor's degree in a science related field.
- Five (5) years of experience relating to the construction, repair, and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment.  
AND,
- Five (5) years of experience relating to the operation, repair, and maintenance of a Level II Water Treatment Plant.
- Training or experience in micro-fiber filtration facilities, technologies, or processes.
- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair: considerable knowledge of wastewater treatment plant operation and maintenance.
- Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Knowledge of modern water treatment methods, theories, and practices.
- Knowledge of safe drinking water regulations.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license, or ability to obtain one.
- Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.
- Wastewater Collection Operator Grade Level II, and ability to obtain Level III.
- Water Treatment Operator Grade I, and ability to obtain Level II.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including Microsoft Word, Excel, Power Point, and other software, copy and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions.

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. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **EMPLOYEE ACKNOWLEDGMENT**

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.

I acknowledge that I have received a copy of the **Water Quality Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Water Quality Manager

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

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Public Works Director

\_\_\_\_\_

Date