



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Water Quality Superintendent

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Exempt
Division:	Public Works
Union Representation:	Non-Represented

CLASS SUMMARY: The Water Quality Superintendent works independently, but under the direction of the Assistant City Manager to plan, organize, direct, and supervise the operations and administration of the City's Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP). Develops and implements policies and procedures to mitigate legal risk and enhance efficient provision of Water Quality related services. Assists in preparing the budgets for the WTP and WWTP. Works with the Community Development Director to budget, plan, and execute capital projects, and comply with relevant regulations. Has overall responsibility to ensure all WTP and WWTP Staff are appropriately trained and supervised, and provides direct supervision thereto.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

The Water Quality Superintendent independently and/or under direction of the Assistant City Manager:

1. Serves as the principal manager of the WTP and WWTP, responsible for operations, maintenance, staffing, and compliance.
2. Assists the Assistant City Manager with financial planning and budget management for operations, maintenance, and capital improvement of the WTP and WWTP.
3. Directly supervises and mentors the operators of the WTP and WWTP.
4. Works closely with the Public Works Maintenance Section Supervisor to ensure appropriate maintenance of the collections and distributions systems, as well as required emergency documentation and/or management in the case of an SSO or water main break.
5. Assists in development and implementation of Master Plans and subsidiary plans related to the WTP and WWTP.

6. Promotes best practices and continuous improvement of the WTP and WWTP through staff training, and cooperative development of appropriate policies and procedures.
7. Assists in development of amendments to the City's municipal code and public works standards as needed.
8. Conducts research, prepares appropriate materials, and attends various public meetings and town halls on an as needed basis to provide technical and professional information to elected officials and the community at large.
9. Assists in the provision of public information relevant to the activities and operations of the WTP and WWTP.
10. Evaluates workloads, assists in preparation of job descriptions, assigns individuals to such job classifications, recommends pay classifications and changes to the Assistant City Manager.
11. Works closely with the Assistant City Manager, City Engineer, and Senior Planner to develop and implement compliant, streamlined, procedures for impacts to the WWTP and/or WTP.
12. Manages capital projects as assigned by the Assistant City Manager and assists with continuous development and improvement of the Community Development Department.
13. Provides appropriate upstream and downstream communications to ensure subordinates, superiors, and partners are informed and aware of WTP and WWTP activities. This includes collaboration on the City's internal Enterprise Resource Planning (ERP) system.
14. On an as needed basis provides Public Works related assistance during emergency operations.
15. Assists the Assistant City Manager in WTP and WWTP employment decisions including hiring, discipline, recognition, and termination as needed.
16. Creates, codes, and maintains the City's internal ERP system, including business integration services as required.
17. Ensures the proper care, upkeep, reporting, and maintenance of all portions of the WTP and WWTP.
18. Serves as the backup DRC for both the WTP and WWTP so when the lead operator position is vacant, the WQS can serve as the DRC until the position is filled.
 - a. Must obtain both certifications required to be the DRC of the City's WTP and WWTP within 2-years of hire... contract services may be utilized as needed in the interim.
19. Other duties as assigned.

REQUIRED AND PREFERRED QUALIFICATIONS:

1. Substantial knowledge of principles and practices of drinking water and wastewater operations and systems is required.
2. Excellent written and oral communication skills, including the ability to comprehend and translate technical data into simplified terms for consumption by the public and elected officials is required.
3. Demonstrated ability to effectively supervise and mentor both management and line level staff is required.

4. Ability to establish and maintain effective working relationships with City Staff, community partners, other public agencies, and the general public is required.
5. Demonstrated ability to plan, design, and execute programs and projects is required.
6. General knowledge of federal and state regulations associated with the Public Works Division is required.
7. Demonstrated ability to successfully deal with the public, appropriately respond to citizen inquiries, and diffuse citizen complaints is required.
8. Knowledge of The City of Molalla's public works operations is preferred.
9. Educational background related to assigned division is preferred.

EXPERIENCE AND TRAINING: A Bachelor's of Civil Engineering from an accredited Institution, and a minimum of 5 years of experience related to Water or Wastewater Plant operations, maintenance, and supervision is required.

The requirement for a bachelor's degree may be substituted for appropriate certification and experience in WWTP and/or WTP operations.

Demonstrated ability to utilize various software platforms in performance of duties.

Alternatively, any combination of experience and/or education that tends to illustrate the ability to successfully perform the duties associated with this position will be considered.

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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, walk, use hand to finger, handle or feel objects or controls, and to reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The position may occasionally require lifting of objects or materials in excess of 60 lbs. Manual dexterity and coordination are required with operation of public works equipment, motorized vehicles, hand and power tools, and standard office equipment.

WORK ENVIRONMENT: The work environment for this position is primarily within a professional office space but may include some outside work in inclement weather near construction machinery or activity with high noise levels. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, and possible entry into confined spaces.

Approved,

 1-2-25

Dan Huff, City Manager Date