



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

WATER TREATMENT PLANT MANAGER

PUBLIC WORKS DIVISION

FLSA Status: Exempt **Department:** Community Development **Union Representation:** Unrepresented

Class Summary

This position reports directly to the Community Development Director as a senior leader in the City of Molalla's Water Treatment Plant (WTP) section including collection, treatment and storage operations. The WTP Manager ensures the city has an adequate supply of clean drinking water through management of the City's water collection, treatment, and storage operations. More specifically, this position is responsible for WTP personnel management, WTP maintenance and compliance, delivery of capital projects related to water collection/treatment/storage, and WTP budget management. Additionally, this position will participate heavily in strategic planning, environmental compliance, and water right management.

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.)

- 1) Provides vision, leadership, mentorship, and direction to employees in the WTP section. Ensures appropriate staffing levels at all times, conducts annual employment reviews, ensures all personnel are appropriately trained and certified, and organizes staff to achieve the highest levels of efficiency and fiscal responsibility.
- 2) Responsible for developing, executing, and managing comprehensive and compliant plans for operation and maintenance of the WTP section including the collection, treatment, and storage systems, as well as the associated buildings and grounds.
- 3) Ensures inspections and calibration on all essential equipment and instruments necessary to ensure water quality meets or exceeds Environmental Protection Agency (EPA) and Oregon State Health Division (OSHD) standards.
- 4) Ensures the WTP section maintains compliance with all regulatory requirements imposed by the OHA, EPA, or any other agency of competent jurisdiction over Molalla's WTP.
- 5) Maintains Water Treatment Certifications through the Oregon Health Authority sufficient to serve as the Direct Responsible Charge (DRC) of Molalla's WTP and does serve as the DRC. Ensures anyone who works at the Molalla WTP is properly certified for the performance of their duties.
- 6) Ensures all employees, contractors and visitors to the WTP maintain a high level of safety at all times and strictly adhere to Occupational Safety and Health Administration (OSHA) rules and regulations.

- 7) Plans jobs, prepares material purchases, and works with outside vendors to conduct City Business. Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business.
- 8) Determines detention times and chemical application feed rates for proper coagulation, flocculation, pH and disinfection based on laboratory analysis of raw and finished water samples.
- 9) Ensures completion of water sampling and on-site laboratory analysis of pH, turbidity, total suspended solids and residual chlorine levels, also schedules and collects water samples sent to a local state certified laboratory based on EPA and OSHD requirements.
- 10) Prepares, distributes, and maintains records and reports including Consumer Confidence Reports, laboratory analysis results, monthly and annual water production totals, chemical usage reports, backwash discharge reports and other related documentation.
- 11) Receives, responds to, and documents any and all complaints or information in reference to water quality and/or potential source water contamination. Assists the Community Development Director in response to Water related emergencies.
- 12) Plans, budgets, and executes WTP related capital projects as determined by the Capital Improvement Plan, emergencies, and/or staff recognition of capital concerns.
- 13) Works cooperatively with the Community Development Director in formation of the annual WTP Budget, the WTP Capital Improvement Plan, and all strategic planning related to the WTP.
- 14) Attends annual CLE trainings in order to maintain certification and stay up to date on new and/or best practices in water collection, treatment, and storage.
- 15) Performs other duties as directed.

Minimum Qualifications

Minimum Grade 3 OHA Certification in Water Treatment required, Grade 4 preferred.

Out of state equivalency and ability to obtain Oregon Certification with 6 months of hire will be considered.

Minimum of 5 years' experience in Water Treatment required, 7 years preferred.

Minimum of 2 years' experience in personnel management or supervision required.

Thorough knowledge of water technology and operations of water treatment facilities and OSHA safety regulation as pertaining to water systems required.

High School diploma or equivalent required, additional coursework in areas of water treatment, chemistry, biology, algebra and electrical work preferred.

Valid Oregon driver's license required.

Skills Required

Ability to apply theories of hydraulics and electricity to diagnose problems and make repairs.

Ability to use tools to complete carpentry, plumbing, and mechanical projects.

Ability to record operations and laboratory data and interpret process control trends.

Ability to promote positive public relations, and provide good customer service.

Ability to effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Ability to use personal judgment and analysis of facts and circumstances surrounding individual problems to determine proper action within the limits of standard operating procedures.

Knowledge Required

Intensive knowledge of water treatment facilities operation and maintenance.

Substantial knowledge of personal computers, SCADA, and other WTP related equipment and software applications.

Substantial knowledge of personnel management, scheduling, proficiency and conduct.

Basic knowledge of public procurement, contracting, and project delivery.

Work Environment

May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals (such as chlorine and ACHL heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, and high voltage equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee.

Approved By:



Dan Huff, City Manager

6-22-23

Date