



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

### WASTEWATER 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 Wastewater Treatment Plant (WWTP) section including treatment, storage, and discharge operations. More specifically, this position is responsible for WWTP personnel management, WWTP maintenance and compliance, delivery of capital projects related to wastewater treatment/storage/discharge, and WWTP budget management. Additionally, this position will participate heavily in strategic planning, environmental compliance, and TMDL 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 WWTP 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 WWTP section including the treatment, storage, and discharge systems, as well as the associated buildings and grounds.
- 3) Ensures inspections and calibration on all essential equipment and instruments necessary to ensure wastewater quality and volume meets or exceeds Oregon DEQ and Environmental Protection Agency (EPA) standards.
- 4) Ensures the WWTP section maintains compliance with all regulatory requirements imposed by the DEQ, EPA, or any other agency of competent jurisdiction over Molalla's WWTP.
- 5) Maintains Wastewater Treatment Certifications through the Oregon DEQ sufficient to serve as the Direct Responsible Charge (DRC) of Molalla's WWTP and does serve as the DRC. Ensures anyone who works at the Molalla WWTP is properly certified for the performance of their duties.
- 6) Ensures all employees, contractors and visitors to the WWTP 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) Ensures completion of laboratory analysis tests such as biochemical oxygen demand, suspended solids, fecal coliform, pH, dissolved oxygen, chlorine residual, turbidity and maintenance of lab equipment.
- 9) Performs process control work involving the interpretation of lab analysis information to regulate chemical fee rates and achieve maximum performance at optimum cost.
- 10) Prepares, distributes, and maintains records and reports including laboratory analysis results, monthly and annual DEQ reports, wastewater volume totals, chemical usage reports, and other related documentation.
- 11) Responsible for renewal of the National Pollution Discharge Elimination System permit, updates to the Biosolids Management Plan, and the Recycled Water Use Plan as needed.
- 12) Plans, budgets, and executes WWTP 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 WWTP Budget, the WWTP Capital Improvement Plan, and all strategic planning related to the WWTP.
- 14) Attends annual CLE trainings in order to maintain certification and stay up to date on new and/or best practices in wastewater treatment, storage, and discharge.
- 15) Performs other duties as directed.

## **Minimum Qualifications**

Minimum Grade 3 OHA Certification in Wastewater 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 Wastewater Treatment required, 7 years preferred.

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

Thorough knowledge of wastewater 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 wastewater treatment facilities operation and maintenance.

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

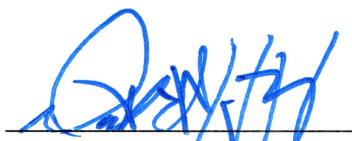
Substantial knowledge of personnel management, scheduling, proficiency and conduct.

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 gas and hydrochloric acid), heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, 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 quality or wastewater treatment quality and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employee and plant effluent problems which would be violations of DEQ regulations

Approved By:



Dan Huff, City Manager

6-22-23

Date