

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** OPERATIONS SUPERVISOR – ENVIRONMENTAL SERVICES

Department: PW Operations

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: 22

Date: January 2019

### General Functions:

Supervises and performs skilled manual and equipment operation work assignments necessary to construct, maintain and operate all City sanitary sewer and storm collection facilities, pump stations, telemetry controls, etc. Position oversees the City's provision of sanitary sewer and storm collection, and ensures that all health, DEQ, and related mandates are met. This position is the System Supervisor of the City of West Linn sewer system as defined by OAR 340-049. and also oversees all aspects of the storm system.

### 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. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Receives work assignments from the Director of Public Works or Designee. Supervises and works with crew to perform the construction, maintenance, repair and or placement of pump stations, truck sewers, collection systems, flow monitoring, sewer main cleaning, television inspection, telemetry, pond maintenance, pollution control and catch basin sucking and all other maintenance in the sewer and storm systems.
4. Prepares weekly and monthly work assignments within established departmental goals, objectives and work plans. Assists Director of Public Works or Designee in development of divisional goals, objectives and work plans.
5. Organizes and monitors main cleaning programs, flow monitoring programs, repairs leaks and provides construction support services.

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6. Distributes work assignments to sanitary sewer and storm crews supervising the work through the completion of projects.
7. Prepares the preliminary budget for Environmental Services. Is responsible for monitoring budgetary expenditures and ensures that expenditures are within the established budget.
8. Oversees the ordering and purchasing of parts and tools. Maintains stock inventory.
9. Operates at various times, and maintains a variety of heavy and moderate equipment.
10. Participates in the evaluation of work, Environmental Services division performance and assignments of division personnel. Is responsible for Environmental Services crew training and development.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or completion of the equivalent GED Certificate. Minimum eight (8) years sanitary sewer systems. Requires experience in storm collection systems with at least two years experience in a supervisory capacity. Two years of education may be supplemented for years of service.

##### b) Training:

- i) Must have knowledge of municipal operation and skill in dealing with citizens. Specialized skill requirements include heavy equipment operation, i.e., back hoes, dump truck, etc., experience in electronics, hydraulics, and knowledge of the fundamentals of electricity, and experience in working with plans, specifications and blue prints. Basic knowledge of personal computer is desirable.
- ii) Requires Sanitary Sewer Collections System Certification Level III, and a valid Oregon CDL Class I license.

#### 2) Supervision:

Received: Work is performed highly independently under the direction of the Director of Public Works given broad policies and assigned activities with work reviewed for effectiveness, results obtained and conformance with established rules and regulations.

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Exercised: Directly supervises several Environmental Services utility workers. Has full responsibility for training and assignment of work. Must have Director of Public Works approval for hiring, disciplining, terminating, appraising performance, adjusting pay and counseling employees.

#### 3) Communication:

Relationships outside the City organization are maintained with contractors on a frequent basis during the building season, communicating sometimes complex verbal information regarding new developments, installation of sewer mains etc.; Tri City Service District and the cities of Oregon City and Lake Oswego regarding sanitary sewer and storm system; vendors and suppliers of goods; testing lab regarding required water samples; utility companies regarding locates and relations with professional organizations (NWPCF, APWA).

Contacts made with other City departments include daily contact with engineering regarding construction practices; planning and development regarding sanitary sewer and storm service development and sewer and storm billings.

Contacts with the City's residents is daily, in response to sewer and storm related citizen requests which could include leaks, flooding, irregular bills, blockages and consultation on plumbing problems.

Is entrusted with confidential or sensitive personnel information, as necessary, relating to the hiring, counseling, performance evaluation, discipline, and termination of Environmental Services division applicants and/or staff.

#### 4) Cognitive Functions:

Work is governed by all DEQ, EPA, OSHA, Federal, State, County, and City rules and regulations and ordinances governing sewer and storm systems. Personnel ordinances and union contracts govern supervisory responsibilities.

Develops procedures, systems and methodologies to incorporate new requirements governing public sewer and storm collection.

Errors could result in unsafe health conditions, and raw sewage spills due to failure to monitor sewer system functions as well as possible notices of violation and/or fines from the DEQ.

D.E.Q. and A.P.W.A. manuals plus past experience and discussions with staff from other jurisdictions provides precedent for most problems.

The City's sanitary sewer and storm systems require constant innovative solutions to problems that occur due to the City's unique sewer and storm systems.

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Decisions most often made in the course of work includes prioritizing work to deal with emergencies and on-going maintenance and operation of system needed to smoothly run the sewer and storm collection systems.

5) Working Conditions:

Adverse working conditions include: work in inclement weather especially when assisting other departments during emergency winter conditions, i.e., sanding, plowing and freezing conditions, also requires working with raw sewage etc.

On a regular basis physical risks exposed to include the handling of chlorine and chemicals, work with electricity, working in traffic, adverse weather and locations (i.e., pump stations, manholes, freeway bridges, ditches) and in areas where construction machinery is operated.

Has normal business hours. May receive calls after hours relating to problems with sewer and storm systems.

6) Resource Accountability:

Day to day direction of all equipment, inventory and structures of sewer and storm division.

Records maintained include records of all collection maintenance activities, locates and discharge permits.

May commit City resources of \$5000. In the absence of Director of Public Works or Designee, may approve major expenditures. Has responsibility for directing the City's resources assigned in the sewer and storm divisions budget for personnel, equipment, or materials.

*The job classification 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.*

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Employee Signature

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Date