



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	Public Works Wastewater Supervisor
DEPARTMENT:	Public Works
FLSA STATUS:	Non-Exempt
SALARY GRADE:	G
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

Under general direction supervises, assigns, reviews, and participates in the work of staff responsible for the wastewater system. Critical tasks include servicing, installing, repairing, and inspecting wastewater infrastructure within the wastewater system. This position will contribute to the wastewater budgetary planning process and be tasked with tracking operations spending and accounting. The Supervisor will be charged with oversight of the City's flow monitoring system, pre-treatment program, and wastewater lift stations. This position will determine work schedules and priorities for assigned staff, ensure compliance with safe work practices and regulations, and respond to customer requests and citizen inquiries. Coordinate and collaborate with departmental staff and contracted staff to schedule preventative maintenance at wastewater facilities in accordance with Sandy's Capacity, Management, Operations, Maintenance (CMOM) program. Participate in critical project review including, subdivision land use review, facility planning and master planning. The Wastewater Supervisor will be tasked with inventory management of critical spares and replacement parts for the wastewater department.

ESSENTIAL JOB FUNCTIONS:

- Supervise assigned Public Works Utility Workers.
- Manage the City's Sanitary Sewer Overflow (SSO) reporting program (sampling and reporting to state agencies).
- Oversee the City's wastewater flow monitoring system, troubleshoot system issues and work to ensure metering system is performing optimally.
- Prepare reports via MS Word, review .pdf documents using Bluebeam, communicate timely and effectively using Gmail.
- Represent the City of Sandy on regional utility committees and boards.
- Manage the City's pre-treatment program including management of reporting/tracking software.
- Contribute to budget process. Tracking spending and coding invoices. Develop equipment purchase and replacement plan.
- Order wastewater infrastructure repair and maintenance supplies.
- Review new construction plans, apply City standards and recommend revisions to design engineers.
- Provide construction inspections to projects impacting City right-of-way infrastructure.
- Install and repair wastewater piping and utility access holes.
- Lay and align pipe, test installation in accordance with established procedures.
- Make wastewater lateral connections using special tapping equipment.

- Locate public underground utility facilities for excavations conducted by City crews and other utilities. Research of maps and related records.
- Operate light and medium-duty trucks and associated equipment to perform the functions listed and as assigned.
- Respond to public inquiries and service requests in a courteous and timely manner; provide information within scope of knowledge or refer to other City staff.
- Perform scheduled maintenance checks of wastewater infrastructure equipment.
- Available to be on-call during evenings and weekends for up to a week at a time.
- Perform other duties as assigned.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High School diploma or equivalent.
- Three to five (3-5) years of public wastewater system experience is required.
- One to two years (1-2) previous supervisory, management or direction of work experience.
- Any combination of education and experience which provides the knowledge, skills, and abilities to perform the job.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of wastewater system infrastructure (operation and maintenance).
- Knowledge of Oregon Standard Specifications for Construction (OSSC).
- Ability to supervisor, mentor and train staff.
- Effective communication skills needed.
- Computer proficiency required (Microsoft suite, Revu Bluebeam).
- Ability to problem solve and make critical decisions in a fast-paced work environment.
- Ability to lift seventy pounds and be physically fit to enter utility access holes.
- Ability to work outside year-round in all weather conditions.
- Ability to operate hand-held and power equipment over uneven terrain in all weather conditions.
- Ability to work independently with minimal direct supervision.
- Working knowledge of OR-OSHA Heat Illness Prevention rules.

Special Requirements/Licenses:

Possession of or must obtain a valid Commercial Driver's License Class A with tanker endorsement and a State of Oregon Flagger card within ninety (90) days of hire. Possession of, or must obtain, a current State of Oregon Wastewater Collections Level II certification within six months of hire. Must complete FEMA IS100, IS200, IS700, IS800 within six months of hire. Must have a clean driving record. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Superintendent, Assistant Public Works Director, and Public Works Director.

SUPERVISORY RESPONSIBILITIES:

Supervises assigned department staff which includes oversight and authority for assigning tasks, reviewing, and evaluating work performance. Review and approval of assigned staff time sheets. Manage assigned staffs time-off requests.

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 job functions.

- Ability to function both indoors and outdoors engaging in work of a moderately active nature.
- Ability to maintain cardio-pulmonary fitness to engage in moderate physical activity.
- Ability to move to different working locations and to bend, stoop, climb, and reach to perform essential job functions.
- Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in public works maintenance.
- Ability to lift from floor, waist or overhead, objects up to seventy pounds.
- Ability to function with temperature and weather variations.
- Requires visual acuity to observe work sites and read written materials.

TOOLS AND EQUIPMENT USED:

Variety of hand tools, hand-held power equipment, light and medium duty vehicles and medium duty excavation equipment. Computer use as needed for preparing reports.

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.

- The noise level in the field environment is usually moderate, except when operating hand-held power equipment.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.



**CITY OF SANDY
JOB DESCRIPTION**

Jenny Coker
Public Works Director

Adopted: 6/2023
Revised:

This 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.

Employee

Date