



Water Treatment Plant Supervisor

Opening Date: November 8, 2023

Salary Range: \$6,996-\$8,513/month

Closing Date: Open Until Filled

Join an Award-winning team at the recently upgraded 24-million-gallon UV Water Treatment Plant and assist in operations to ensure that City water quality meets or exceeds Washington State Department of Health Standards. Provide leadership and supervision of the maintenance and operations of the Mill Creek Water Treatment Plant, Mill Creek Watershed, hydro-generation facility, seven City well sites, and State-certified water quality laboratory.

The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life and Long-Term Disability. Washington State Public Employees Retirement Program (PERS) II/III. City match up to 3% of base salary for deferred compensation (457(b)). Generous vacation leave, sick leave, and ten (10) paid holidays plus 40 hours floating holidays annually.

NATURE OF POSITION

Plan, organize, coordinate, administer and supervise the maintenance and operations of the City's Mill Creek Water Treatment Plant, Mill Creek Watershed, hydro-generation facility, seven City well sites, and State-certified water quality laboratory to ensure water quality meets or exceeds Washington State Department of Health standards and regulations. Train, supervise and evaluate the work performance of assigned staff; ensure that system development standards are enforced, and field work assignments are carried out efficiently and effectively.

REQUIRED MINIMUM QUALIFICATIONS

Any combination equivalent to: High School/GED graduate, or associate degree in biology, science, or other closely related field; and six (6) years of increasing responsibility in water treatment or water distribution system maintenance, which includes demonstrable knowledge of water quality and analysis; and at least two (2) years in a lead or supervisory capacity. Water Treatment Operator 3 certification or the ability to obtain within one year of date of hire. Valid State Class 'B' Commercial Driver's License with hazardous materials endorsement, Confined Space Entry Certification; and first aid/CPR card, or the ability to obtain these certifications and endorsements within one year of date of hire. Familiarity with industrial operations, knowledge of Water Distribution systems; and a high level of knowledge working with electrical and mechanical systems.

DESIRED QUALIFICATIONS

Class 2, or higher, Water Distribution Manager certificate. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. Completed application packages can be mailed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

JOB DESCRIPTIONS

To obtain a copy of the full job description and class specification for this position, please contact us at: hr@wallawalla.gov or 509.527.4475.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.

EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED

General direction and oversight are provided by the Deputy Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service – Integrity – Collaboration – Equity – Leadership - Community
2. Plan, organize, coordinate and supervise the proper operation and maintenance of the City's potable water supply system, including water treatment and laboratory facilities, hydro power plant, booster stations, storage facilities, raw water intake and seven well sites; monitor allowable flows through the intake to ensure water right compliance; monitor and adjust chemical dosages to assure adequate chemical injection; maintain lab certification; prioritize workload for prompt completion of emergency and unscheduled work requests; and make decisions in emergency situations on a 24-hour basis.
3. Oversee the operation of existing Aquifer Storage and Recovery (ASR) program and assist the Engineering Division with its expansion through planning and technical support.
4. Perform field inspections to determine the need for maintenance and Capital Improvement Projects; estimate time, resources, and material; and prioritize projects to ensure field work assignments comply with state, federal, and local applicable regulations, laws, codes, specifications, standards, work orders, and time schedules.
5. Plan and prepare division budget, goals, and objectives; approve, control, and monitor expenditures according to established procedures.
6. Oversee the maintenance of a variety of records, files and reports related to Division projects and operations.
7. Participate in emergency and disaster response planning and activities to ensure continuity of operations for identified mission essential functions.
8. Train, assign, supervise and evaluate the performance of assigned staff. Recommend employees for promotion, reassignment, discipline, and termination according to established City personnel policies.
9. Oversee inventory of equipment and supplies including the assignment, use, and maintenance of the Division's fleet. Coordinate with the Fleet Services Supervisor to develop equipment specifications and recommendations for surplus and equipment replacement. Order supplies and repair parts as needed. Solicit bids from suppliers or equipment manufacturers.
10. May assist assigned staff in the operation of light and heavy-duty vehicles and equipment.

11. Investigate and report on vehicle and equipment accidents; obtain facts, analyze evidence, make decisions or take actions to correct problems.
12. Participate in organizational problem solving and policy/procedure development. Represent the Division on a variety of issues with internal and external customers, manage relationships, resolve problems, gather feedback, and facilitate group processes.
13. Review and update City standard plans and review construction drawings and plans.
14. Assist Deputy Public Works Director and Engineering in project and contract management responsibilities including advertisement, producing bid documents, writing contracts/specifications, and conducting inspections.
15. Manage the federally mandated risk management program; identify water treatment plant-specific safety issues and address/correct with treatment plant staff; conduct weekly work unit safety meetings and periodic training sessions as required.
16. Review all weekly water quality reports for accuracy.
17. Assure all water treatment standards and requirements are met daily, review all monthly reports and send them to the various regulatory agencies.
18. Create the annual Consumer Confidence Report and Watershed Reports.
19. Monitor, adjust, maintain and calibrate the hydro-generator to produce revenue for the City; maintain creek levels as appropriate.
20. Create and disseminate public information materials, conduct plant tours and make public presentations.
21. Exercise leadership in promoting a Public Works Culture of excellence.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interpret and comply with applicable federal, state, and local laws, rules, and regulations, including City policies and procedures, especially relating to construction, health and safety, risk management, and commercial driving regulations.
- Maintain current knowledge of OSHA and WISHA as they apply to operations; specifically, the federally mandated risk management program, and confined space entry regulations and procedures.
- Principles and practices of personnel management, supervision and training.
- Ability to operate computers including computerized mapping systems, word processing and spreadsheet programs, and principles of GIS systems, topography, and geography.
- Ability to ensure compliance with Work Zone safety regulations and Uniform Traffic Control manual requirements.

- Knowledge of standard principles, practices, materials, tools, and equipment relating to water treatment operations, plant maintenance and aquifer storage.
- Tests and chemicals used for water quality process control.
- Knowledge of water transmission and distribution systems.
- SCADA standards, rules, regulations, and requirements applicable to water distribution systems.
- Knowledge of PLCs (programmable logic controllers) and basic programming as it relates to process control in treatment plants.

TOOLS AND EQUIPMENT USED

Office equipment including telephones, copiers, and computers; radios; sophisticated and complex laboratory equipment including spectrophotometer, water baths and oven incubators; chlorine color meters and turbidity testing equipment; hand and power tools including a volt/amp meter, and hi-pot meter.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; climbing ladders and working from heights; reaching overhead, above the shoulders and horizontally; standing and walking for extended periods of time; bending at the waist; carrying; pushing or pulling; kneeling or crouching; seeing, hearing, and speaking to exchange information.

WORK ENVIRONMENT

Outdoor work environment; subject to seasonal heat and cold or adverse weather conditions; noise from equipment operation; driving a vehicle to conduct work; exposure to gas and chemicals; working around equipment having moving parts; working at heights and in confined spaces; working around electrical equipment and high voltages.
