



CITY OF NEWPORT, OREGON WASTEWATER TREATMENT PLANT SUPERVISOR

The City of Newport, Oregon is accepting applications for a full-time, experienced, professional, and dedicated person for the position of Wastewater Treatment Plant Supervisor. This position will be responsible for the control and direction of the wastewater treatment plant facility. Monitor the daily operations of the wastewater treatment plant and its employees. Ensure clean wastewater effluent in conformance with the City's NPDES permit and DEQ standards. Plan, organize, and supervise the operation, repair and maintenance of the wastewater treatment plant.

This is a full-time, exempt position with a salary range: \$4,287.00 - \$5,645.00 per month. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: An Associate's degree or equivalent training and education in Wastewater Technology, AND seven years related experience, AND a minimum of four years of experience in a supervisory capacity.

KNOWLEDGE: Knowledge of general principles in wastewater treatment, hydraulics, hydrology, and environmental science. Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in wastewater collections.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Strong communication skills, both verbal and written. Demonstrated skill in effectively leading and developing teams, Self-motivated with proven ability to work independently and demonstrated strong leadership and team-building skills. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective conflict resolution, and strong leadership; exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; operate heavy equipment and hand/power tools used in public works operations. Ability to analyze operational situations objectively, effectively respond to public works emergencies, evaluate the work of subordinates, communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES:

- Possession of a valid Oregon driver's license at time of hire.
- Forklift training within six months of hire.
- First Aid/CPR within six months of hire.
- Confined Space training within 6 months of hire.
- Competent Person training within 6 months of hire.
- Work Zone Traffic Control (flagger) training within 6 months of hire.
- Lock-Out – Tag-Out training within 6 months of hire.
- Occupational Noise Exposure training at time of hire.
- Other certifications as required by position classification.
- State of Oregon Level III Wastewater Treatment certifications at time of hire.
- State of Oregon Level IV Wastewater certification within six months of hire.

DESIRABLE QUALIFICATIONS:

Bachelor's degree in Wastewater Technology.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials under five pounds and occasionally lift or move materials over sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 65% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position will be open until 5:00pm May 1, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, pre-employment drug and alcohol testing.