



# SUPERINTENDENT – WASTEWATER COLLECTIONS

## \$71,819 - \$96,437

*Plus Excellent Benefits*

Apply by  
**December 11, 2022**  
*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



The City of Grants Pass is a High-Performance Organization that has a well-defined Mission, Vision and Values, and believes that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. If you want to make a difference in a special community with unique opportunities and would like to lead a dedicated staff in an organization that places a high value on providing outstanding service, this is the position for you!

Nestled in Southwest Oregon just 60 miles north of the border of California in the "Sun Belt" of Southern Oregon, Grants Pass is full of beauty, history, culture, and adventure. The gorgeous scenery and world-famous Rogue River beckons residents and visitors to enjoy the outdoors.



**THE COMMUNITY**

Located in Josephine County, Oregon, Grants Pass is the County seat and largest city with an estimated population of just under 38,000. Grants Pass has a colorful past forged by the Native Americans, trappers, loggers, gold panners, celebrities and writers who were attracted to the area for its resources and scenery. Today, Grants Pass is a beautiful community with a "hometown" feeling, encompassing 7,475 acres of land. The City serves as the major commercial, cultural, and economic center for a County population of 87,000.



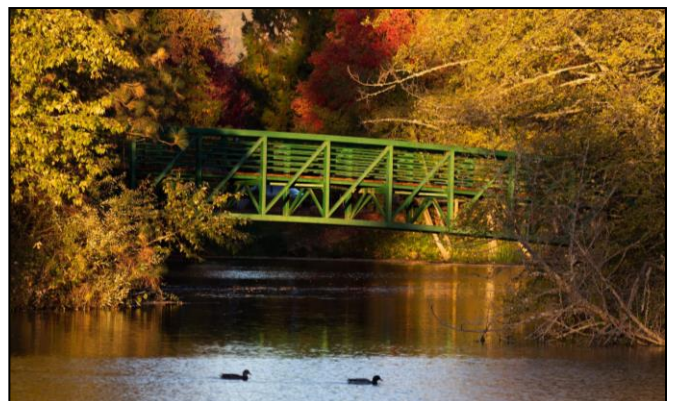
Grants Pass is conveniently located right off Interstate 5, just one hour north of the California border. It is a hub to many nearby attractions, including two National Forests and one of the largest wilderness areas in the West, the Kalmiopsis, where rare and unique botanical wonders abound. The nearby Oregon Caves National Monument is a year-round attraction and is just a short drive away from Crater Lake National Park, the Pacific Ocean and Redwood National Park in California.

The area offers beautiful river side parks, a revitalized downtown with a thriving historic district, diverse dining and retail, antique shops, and a variety of entertainment venues. Residents and visitors enjoy endless recreational opportunities, including water sports, jet boat rides, kayaking, hiking, fishing, golfing, cycling, wildlife watching, wine and beer tasting, and much more.

To learn more about the beautiful area that is Grants Pass, please visit:

[www.grantspassoregon.gov](http://www.grantspassoregon.gov)

[www.travelgrantspass.com](http://www.travelgrantspass.com)



## THE CITY

The City of Grants Pass is situated in Josephine County and utilizes the Council/Manager form of government with eight Council Members elected at-large to staggered four-year terms representing the 4 wards of the City. The Mayor is elected by Grants Pass residents to a 4-year term. The City has a total operating budget of \$48.9 million for Fiscal Year 2023. Grants Pass provides a variety of services including City Planning, Engineering and Building Services, Fleet, Water Plant and Distribution, Wastewater Restoration and Collection, Streets and Stormwater, Parks, Police and Fire. City departments include Administration, Human Resources, Finance, Police, Fire, Public Works, and Community Development.

## THE DEPARTMENT

The Public Works Department is comprised of eleven divisions which include Transportation (Streets); Stormwater; Water Treatment; Water Distribution; Wastewater Collections; Wastewater Treatment; Fleet Services; Facilities; Engineering; Geographical Information Systems (GIS); and Public Works Administration. The department's 2023 combined public works budget, including capital construction, is \$104,575,047. The Wastewater program operates with a 2023 budget of \$20,033,294 including Capital construction, and a Wastewater Collections budget of \$923,545. The department has 58.5 Full Time Personnel and over 12,000 hours of temporary help per year. The City's Wastewater Program is made up of two full-time superintendents, one in Collections and the other in Treatment, and twelve positions at varying levels of skill. Positions funded in Wastewater Collections includes one, Superintendent, one Lead Utility Worker, three Utility Workers, 0.33 Utility Worker (Locator), and 0.5 Office Assistant.



## THE POSITION

The Superintendent is the supervisory level of the four level Utility Operations Series reporting to the Public Works Director. The Wastewater Collections Superintendent plans, organizes, oversees, coordinates, and reviews the work of semi-skilled and skilled maintenance staff to the Collections Division. Incumbents are responsible for supervising field operations and maintenance activities, developing and managing operational and capital budgets, working closely with contractors, property owners, other divisions and State agencies, and providing highly complex and responsible support to the Public Works Director. Responsibilities include planning, prioritizing and assigning work, serving as a department liaison, making budget recommendations, reviewing and approving billings, soliciting bids, authorizing expenditures, preparing regulatory reports and budgets, and coordinating work projects. Incumbents also approve and make process control adjustments. Duties may include participation in departmental, City and community meetings. The City operates and maintains a collection system with over 175 miles of gravity mains with sizes up to 48 inches in diameter, 6 miles of force mains and 5 pump stations that collect and convey wastewater to the City's water restoration plant.

For a full job description that includes a full list of responsibilities, please view the attachment found on [www.prothman.com](http://www.prothman.com) or click [here](#).

## OPPORTUNITIES AND CHALLENGES

1. Aging collection system with a diverse blend of materials. 54.5 percent of the collection system is expected to reach the end of their useful life by 2035, making pipe replacement projects a high priority in capital planning.
2. Limited resources to add personnel for accelerated maintenance.
3. Inflow and Infiltration reduction to reduce the need for capacity upgrades at the City's treatment plant.
4. Keeping up with identified capital projects with limited resources. Collection System master planning identified over \$5.1 million per year in need projects between 2014 and 2035.
5. The ability to balance maintenance vs. capital projects to ensure reliable and regulatory compliant system operations.

## EDUCATION & EXPERIENCE

An Associate Degree with major coursework in business administration, engineering, or a related field, and six (6) years of directly related experience, including three (3) years of supervisory, management, and/or administrative experience; training and experience must be sufficient to meet DEQ operator certification requirements; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above is required. The City of Grants Pass applies education/experience equivalency at the rate of 2 years of service to 1 year of required education.

The selected candidate must have an Oregon Driver's License – Class C, and an ability to obtain an Oregon Grade IV Wastewater Collection Certificate within 12 months.



## COMPENSATION & BENEFITS

- **\$71,819 - \$96,437 DOQ**
- Full family medical, dental & vision insurance with the City paying 92.5% of the premium.
- Health Reimbursement Account: The City contributes \$234 per month.
- Flexible Spending/125 Program option.
- Life insurance one-time the annual salary and Long-Term Disability.
- Oregon PERS with the City paying the employee's 6% IAP contribution.
- The City participates in the Social Security program.
- Holidays: 10 paid & 1 floating personal holiday annually.
- Administrative leave: 2 paid days per quarter for use.
- Vacation: 120 hours accrued annually 0-35 months increasing to 160 hours at 36 months.
- Sick Leave: 96 hours annually with no maximum accrual.
- Employee Assistance Program.
- The City may provide up to \$3,000 in reimbursement for eligible relocation expenses.

**For more information on the City of Grants Pass, please visit:**

**[www.grantspassoregon.gov](http://www.grantspassoregon.gov)**

The City of Grants Pass is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 11, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City of Grants Pass, OR – Superintendent – Wastewater Collections**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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