

WASTEWATER COLLECTION SYSTEM SUPERVISOR

DEFINITION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the maintenance of wastewater collection system; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Public Works Manager. May exercise technical and functional direction over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for clearing and cleaning wastewater collection system lines.
- Establish schedules and methods for providing wastewater collection system maintenance services; identify problem areas in the collection system that require special attention; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Perform all the basic maintenance tasks and more technical and complex tasks of the work unit including monitoring the progress of maintenance crews.
- Supervise all confined space entries.
- Conduct safety training regarding the handling of toxic gases found in the collection system.
- Conduct field inspections and review video tapes of new sewer construction.
- Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to collect deficiencies; implement discipline procedures.
- Participate in the preparation and administration of the wastewater collection system maintenance budget; submit budget recommendations; monitor expenditures.
- Prepare analytical and statistical reports on operations and activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in

the field of collection system line cleaning and maintenance.

- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive wastewater collection system maintenance program.
- Equipment and tools used in maintaining collection systems including, combination truck (Vactor), rodder, and video inspection trucks.
- Methods and techniques of line cleaning and televising. Principles of supervision, training, and performance evaluation.
- Modern and complex principles and practices of collection system inspection. Safety equipment and procedures related to confined space entry.
- Standard practices and procedures of traffic control.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and participate in a collection system maintenance program. Supervise, organize, and review the work of lower-level staff.
- Select, supervise, train, and evaluate staff. Interpret and explain City policies and procedures.
- Communicate effectively with State and local agencies regarding problems with the collection system.
- Evaluate sewer improvements, identify defects, and make recommendations for resolving problems. Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater collection system maintenance or a related field.
- Four years of wastewater collection system maintenance experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

- Valid California Class B driver's license with satisfactory driving record. ***The license must include Air Brake and Tanker endorsements.***
- Possession of, or ability to obtain, a California Water Environment Association Grade I Collection Certificate within **12** months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; bending, stopping, kneeling, crawling; climbing with both legs and hands; standing for prolonged periods of time; and operating motorized equipment and vehicles.

Must possess mobility to work in and around a wastewater treatment plant and pump/lift stations and related utility systems and facilities; strength, stamina and mobility to perform moderate to heavy physical work, to work in confined spaces and around machinery, to climb and descend ladders, and to operate varied hand and power tools and equipment, ability to travel to various City sites, projects and/or meetings; The job involves fieldwork that may require frequent walking in potentially hazardous areas to identify problems and/or hazards, Finger dexterity is required to access, enter, and retrieve data using a computer keyboard or calculator and to operate field calibration equipment and to operate power tools and pertinent equipment. Positions in this classification bend, stoop, kneel, reach, climb, to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier weights with the use of proper equipment.

Vision: See in the normal visual range with or without correction: vision sufficient to read computer screens and printed documents.

Hearing and Speech: Hear in the normal audio range with or without correction. hearing and speech to communicate in person and over the telephone and or radio.

Environment: Field and office environment; travel from site to site; work underground, in confined spaces and around traffic and heavy equipment; exposure to noise, toxic gases, waste and infectious materials and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing City policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.