

WASTEWATER COLLECTION SYSTEM SUPERVISOR

DEFINITION

Under general direction, supervises, plans, schedules, and reviews activities related to the maintenance of wastewater collection and storm drain systems, including underground lines, manholes, catch basins, inlets and related structures.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level position allocated to the Utilities and Environmental Services Department reporting to the Utilities Operations and Maintenance Manager. The Wastewater Collection System Supervisor is responsible for the maintenance and repair of the wastewater collection and storm drain systems, including day to day operations, maintenance, and repair. The position is also responsible for performing supervision and management in support of the Utilities Operations and Maintenance Division's goals and objectives. This position provides support to the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate utilities classifications by its responsibility for the supervision of the sewer collection system maintenance work group, including the Senior Utility Leader - Sewer, the Utility Leader - Sewer and the Utility Worker – Sewer. This position is distinguished from the Utilities Operations and Maintenance Manager in that the latter position has overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

This position is responsible for sewer collection system operations and maintenance and all regulatory requirements related to sewer collection including sanitary sewer system overflow (SSO) reporting regulations.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate staff in the sewer collection system maintenance workgroup and any assigned clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

ESSENTIAL DUTIES (continued):

Supervises, monitors, and coordinates the wastewater collection system maintenance workgroup in the safe performance of preventative, corrective, and emergency maintenance, construction, or repair of sanitary sewers and storm drains.

Provides technical assistance to subordinate and assigned staff and prescribes work methods and safety procedures.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and maintenance activities.

Coordinates operations with the needs of the public, outside agencies, and other City divisions.

Assists the Utilities Operations and Maintenance Manager with budget preparation and performs other administrative work as assigned.

Receives, investigates and responds to public inquiries, concerns, complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, other utilities, and outside agencies.

Confers with developers and contractors as needed to ensure that the City's collection system standards are met.

Reviews, evaluates and prepares comments on construction plans, drawings and specifications related to collection system infrastructure.

Mitigates overflow spills and damage; reports such incidents in a timely manner as prescribed by applicable regulations to the proper regulator agency.

Oversees the development of schedules and establishment of assignment priorities for the collection system maintenance workgroup.

Prepares and maintains specialized collection system records and forms, and reports to regulatory agencies. Prepares all correspondence needed to ensure effective coordination between the Utilities Operations and Maintenance Subdivision, other functions of the Utilities and Environmental Services Department, other City departments, and the general public.

Participates in interviews and selection of new employees and training of employees in work procedures, standards and safety practices.

Ensures that all Underground Service Alert (USA) markings for the City's sewer mains are done in a timely and accurate manner.

ESSENTIAL DUTIES (continued):

Prepares and provides input into employee performance evaluations at least once per year and during any change of status or salary, including setting and assessing goals, conducting counseling on work-related issues, and making recommendations regarding discipline.

Actively participates in the Utilities and Environmental Services Department's Safety Committee, which includes writing, reviewing and modifying safety and operating procedures and ensuring adherence to the same.

Performs other related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, equipment, materials, and methods used in the operation, maintenance and management of wastewater collection.

Current methods, codes, regulations, and work standards common to municipal underground utility, construction, and maintenance crews, including safety regulations (such as confined space, etc.)

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

Work order development and processing.

Record keeping principles and procedures.

Principles of management and supervision including work planning, direction, training, and evaluation of work and staff performance.

Ability to:

Direct the daily operations and maintenance of collection system functions.

Organize and prioritize a variety of projects and multiple tasks in effective and timely manner. Manage own work, set priorities and meet critical time deadlines.

Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's requests.

Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Review and evaluate construction plans, drawings and specifications related to collection system projects including underground infrastructure, and related equipment.

Calculate field, historical and instantaneous performance using a variety of data, formulas and equations.

Make reasonable assessments as to repair or replacement of sewer mains, manhole, storm water catch basins and inlets, and other related equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment.

Make informed judgments concerning maintenance parameters of the collection system; and make independent judgments during emergencies.

EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain these knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in collection system maintenance including one (1) year responsible experience in a supervisory or lead position in a municipal wastewater collection system.

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications: Possess and maintain a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA) with the ability to obtain and maintain a Grade III Certification within twelve (12) months of appointment to the position.

Possess and maintain a valid Class B California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field

environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

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AAP GROUP: 2
FPPC STATUS: Designated
FLSA STATUS: Exempt