



WASTEWATER COLLECTION SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position is responsible to supervise, assign and review the work of staff providing maintenance to the City's wastewater collections systems. The Wastewater Collection Supervisor participates in the most complex work activities assigned.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, mentor, supervise and review the work of staff involved in the cleaning, maintenance, inspection, repair, installation, replacement, construction and operation of wastewater collection system infrastructures including sewer main lines and lift stations.
- Identify wastewater collection system deficiencies and performance; assess effective remedial methods for a variety of operational problems; compile and collect data to select, define and analyze improvement opportunities.
- Monitor, analyze, evaluate and maintain mechanical, hydraulic and computerized specialized equipment used in the wastewater collection system.
- Plan, prioritize, assign, mentor, supervise and review the work of staff involved in maintenance of the storm drain system including cleaning, televising storm drains and maintaining storm draining pumping stations.
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Provide or coordinate detailed training in the areas of maintenance of the wastewater collection system, use of related tools and work safety precautions including traffic control, confined space, trenching, excavating and power equipment such as mechanical, hydraulic, pneumatic, motorized and computerized tools.
- Schedule, operate and train staff in the use of closed circuit television (CCTV) video cameras to assess new and existing sewer mains and structures.
- Inspect and assess the maintenance needs of the wastewater collection system; plan and schedule work as required; estimate labor, material and equipment requirements for projects and assigned work; requisition parts, tools, equipment and materials needed.
- Read a variety of utility plans, blueprints, engineered drawings and written specifications for maintenance, repair and construction projects.

- Administer service contracts such as maintenance and repair; inspect the work of service providers to ensure compliance with contract requirements and provide direction and correction as needed.
- Act as a technical resource for the City in areas of maintenance of the sanitation collection system, assist the Engineering Division with related bid specifications for Capital Improvement Projects and coordinate work with other departments.
- Maintain accurate and organized records of related duties.
- Participate in the preparation of the annual operating budget for sanitation and storm drain programs; forecast funds needed for staffing, equipment, materials and supplies.
- Receive and investigate service requests; determine and ensure appropriate disposition; assist in the investigation of related claims against the City.
- Prepare timely and accurate reports and records including sanitary sewer overflow incident reports to the State Water Resources Control Board and other regulatory agencies.
- Create and maintain accurate map books of the City's sewer system.
- Respond to public inquiries and complaints relative to wastewater collection.
- Recommend new goals, objectives and policies.
- Maintain current on the status of new and pending regulatory legislation; recommend changes to current policies and procedures in order to comply with changes; ensure compliance with applicable Federal, State and local codes, laws, rules, regulations and ordinances.
- Respond to emergency situations as necessary.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

Qualifications:

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Methods, materials, tools and equipment used in the construction, maintenance, repair and removal of the wastewater collection system and storm drains.
- The City's Sewer System Management Plan.
- Use of traffic control and warning signs; use of cones, barricades and other methods to ensure proper work zone safety.
- Safe work practices including work in confined space entry and trench shoring.
- Principles and practices of contract administration and evaluation.
- City purchasing and supply ordering policies and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles.
- Methods and techniques for concise and accurate recordkeeping and report preparation.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, schedule, coordinate and supervise the work of others.
- Perform the most complex maintenance and operations duties.

- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Operate a wide variety of equipment and tools used in wastewater collection.
- Organize and prioritize a variety of projects and multiple tasks, set priorities and meet critical deadlines.
- Assist in the development of improved work methods and procedures.
- Analyze problems, identify consequences and alternative solutions to make logical recommendations.
- Make sound independent decisions within established policies, procedural and legal guidelines.
- Principles of supervision, training and performance evaluation.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Keep accurate and complete records of maintenance activities.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible experience in the maintenance of a sanitation collection system that includes one year of lead or supervisory experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training or coursework in wastewater collection.

License or Certificate:

- Possession of a California Class C Driver's License.
- Grade IV Collection System Maintenance Certificate issued by the California Water Environmental Association (CWEA).

Working Conditions:

Work in an office and a field environment with exposure to dust, noise, noxious odors and gasses and in inclement weather. Position requires the ability to stand and sit for extended periods; walk, climb up and down ladders and stairs, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push and pull on even and uneven surfaces. Lift and carry objects weighing up to 50 pounds. Work in confined areas. Position requires repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Near and far vision required for performing duties and completing reports. Drive motorized vehicles and work around moving traffic. May be required to wear and use a respirator.