

WASTEWATER COLLECTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of wastewater collection operations as assigned, within the Wastewater Utility Division of the Environmental Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Collection Superintendent.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of wastewater collection and recycled water distribution activities, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in wastewater collection and recycled water distribution activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities, monitor goals and objectives for the division.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various wastewater collection and related maintenance activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise and coordinate operations and maintenance of wastewater collection and recycled water activities, including compliance with regulatory standards related to the Regional Water Quality Control Board. .

Establish, enforce, and schedule CCTV (closed circuit television) main inspections relative to preventive maintenance activities as well as acceptance of new developments; conduct site inspections as necessary.

Wastewater Collection Supervisor

- 2 -

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Respond to critical emergency situations involving wastewater overflows or damage to wastewater facilities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

The methods, materials, tools and equipment used in the operation, maintenance, repair and construction of wastewater collection and recycled water distribution systems.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management and CAL-OSHA requirements for all aspects of maintenance and repair work, equipment usage and Confined Space Program

Pertinent local, State and Federal laws, ordinances and rules in regards to maintenance and operations of a wastewater collection system.

Basic elements involved in a sewer system management plan (SSMP).

Asset and maintenance management software systems.

Ability to:

Organize, implement and direct wastewater collection and recycled water operations and maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone,

Wastewater Collection Supervisor

- 3 -

and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program performance budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Six years of increasingly responsible experience in wastewater collection and maintenance activities, including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree, supplemented by college course work in construction technology, environmental practices or a related field.

License or Certificate

Possession of a valid California Class B driver's license is required within one year of appointment.

Possession of a valid California Water Environment Association Grade III Collection System Maintenance certificate is required within one year of appointment.

11-15-18

11-26-12

04-15-06

Wastewater Collection Supervisor

- 4 -

07-01-04	Wastewater Collection Supervisor
02-02-99	
01-08-98	
07-01-97	
04-24-97	
10-01-88	Utility Maintenance Superintendent
03-01-84	Water/Wastewater Systems Supervisor
07-01-79	Water and Sewer Superintendent
01-10-78	Water/Sewer Maintenance Supervisor
10-30-73	
11- -72	Water & Sewer Maintenance Supervisor
05-13-70	Water/Sewer Maintenance Supervisor
-65	
-64	Water/Sewer Service Foreman