



December, 2017

FINAL DRAFT

COLLECTION SYSTEM MANAGER Salary Grade 520

DEFINITION

Under general direction, plans, organizes, directs, and manages a comprehensive program and the work of field crews in support of District wastewater collection system construction, installation, inspection, cleaning, preventive and corrective maintenance, and repair activities; ensures that federal, state, and local regulatory requirements are met; provides administrative support in areas of capital improvements, budget, and a preventive maintenance program development; fosters cooperative working relationships with intergovernmental and regulatory agencies, and various public and private groups; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Services Director. Exercises direct supervision over supervisory, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a single-position management classification wherein the incumbent oversees and directs all activities of the Collection System Division, including day-to-day operations, maintenance and repair, short- and long-range planning, and budgeting. Responsibilities include ensuring that the District meets all regulatory agency requirements, coordinating the activities of the division with those of other internal departments and external agencies, and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing planning and operational goals and objectives for the division and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Collection System Supervisor in that the latter is a supervisory class responsible for day-to-day operations and ensuring that systems and facilities are maintained in a safe and effective working condition. This class is distinguished from the Operations Services Director in that the latter is a senior management class with responsibility for the oversight of all plant and facilities operations and maintenance through multiple subordinate levels of supervision.

EXAMPLES OF DUTIES (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.

- Plans, organizes, assigns, supervises, and reviews the work of collection systems staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Develops and directs the implementation of collection systems goals, objectives, policies, procedures, and work standards.
- Prepares and administers the Collection Systems Division budgets, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses.

- Contributes to the overall quality of the District's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates collection system operations and activities with those of other District departments and outside agencies.
- Participates in and provides input for the District's capital improvement program, including assisting the Engineering Department in determining facility construction and upgrade needs and providing project oversight and inspection as required.
- Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Participates in the development or update of the District's wastewater plans and programs and other plans related to District infrastructure.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Participates in monthly safety committee meetings as a representative of the Collection System Division.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.
- Provides technical advice to the District's management and the Board of Directors in District wastewater collection system maintenance matters.
- May occasionally perform the full range duties of subordinate staff, such as wastewater collection system maintenance.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of the development, operations, maintenance, and management of wastewater collection systems and related facilities.
- Principles and techniques of capital improvement design, construction, inspection, funding, and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Principles and practices of budget development, administration, and accountability.
- Applicable laws, codes, and regulations.
- Applicable work safety programs and practices.
- Operational characteristics and the proper use of a variety of heavy and light equipment, power tools, and hand tools.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices for safe operation of collection systems equipment by District personnel.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively and evaluate performance in an objective manner.
- Effectively provide staff leadership and work direction.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive wastewater collection system and facility construction and maintenance program.
- Read and interpret plans, specifications, and diagrams used in the design and construction of a wastewater collection system and related facilities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Collection System Division.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the 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:

Education

Equivalent to an associate degree in wastewater technology, construction, physical science , or a related field.

Experience

Five (5) years of progressively responsible experience in the cleaning, maintenance, inspection, repair, or design of wastewater collection systems and facilities.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must possess a California Water Environment Association Grade IV Collection System Maintenance certificate, or obtain within one (1) year of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect various water and wastewater treatment facilities and systems, pump and lift station sites, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and 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 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in both a field and office environment; the office environment, comprises moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in the field, employees are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for response to off-hours emergency situations.