



FINAL DRAFT

**COLLECTION SYSTEM SUPERVISOR
Salary Grade 213**

DEFINITION

Under direction, plans, directs and supervises the work of staff responsible for providing maintenance and repair support to the District wastewater collection systems; develops or updates a preventive maintenance program to ensure the efficient operation of wastewater collection system equipment and facilities; performs the most complex work assigned to the work unit; ensures that all federal, state, and local regulatory requirements are met; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff. Exercises direct supervision over field maintenance repair, operations and support staff.

CLASS CHARACTERISTICS

This first level supervisory class oversees the day-to-day operations of the District's wastewater collection systems operations and maintenance with significant accountability and ongoing decision making responsibilities to ensure that systems and facilities are maintained in a safe and effective working condition and that they afford the highest level of safety for staff and the public. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. The work involves preventive and corrective maintenance program development and implementation, assistance in contract oversight, performing the most complex work assigned to the group and ensuring that the District meets all regulatory agency requirements. This class is distinguished from the Collection System Manager in that the latter is a management class with responsibility for the oversight of all collections and associated facilities maintenance through subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for providing maintenance and repair support to the District wastewater collection systems; 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.
- Assists in developing and directs the implementation of goals, objectives, policies, procedures, and work standards for the District's preventive and corrective maintenance program.
- Inspects wastewater collection systems facilities on a regular basis; receives and responds to calls regarding problems from businesses, public agencies, homeowners and residents, and others; prepares, prioritizes, and assigns work orders.
- Develops or updates a preventive maintenance program to ensure the efficient operation of wastewater collection system equipment and facilities.
- Prepares a list of small construction and repair projects and works closely with management in prioritizing, contracting, and inspection of such projects.

- Directs or personally participates in the inspection, cleaning, and repair of the wastewater collection system, including mechanical and electrical equipment.
- Directs or performs routine servicing and maintenance on mobile equipment.
- Researches and recommends equipment purchases and disposal; orders materials and supplies required for maintenance and repair activities.
- May perform inspections of installation and repair work of facilities and equipment performed by outside contractors.
- Prepares, updates, and submits reports in a timely manner to management.
- Oversees and/or maintains accurate records and files related to the maintenance and repair of the wastewater collection system.
- Performs the most complex maintenance and repair duties of the work unit ensuring quality and compliance with mandated regulations.
- Serves as the Collection System Manager in that individual's absence.
- 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, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground sewer lines.
- Principles and practices of mobile equipment servicing and repair.
- Techniques for troubleshooting complex equipment problems and for estimating staff time, materials, and equipment required for repair.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety practices related to the work.
- Principles and practices of public agency contract oversight.
- Applicable laws, codes, and regulations.
- Modern office practices and methods including computers and applications related to the work.
- 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.
- Plan, prioritize, and perform the most complex duties in a comprehensive wastewater collection systems and facilities maintenance and repair program.
- Develop, implement and update a preventive maintenance program.
- Interpret, explain, and apply laws, regulations, policies, and procedures.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the program.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Meet critical deadlines regarding field activities including record generation and submission requirements.
- Respond effectively to emergency situations and troubleshoot such situations
- Safely use hand and power tools related to the work, and drive and operate trucks and hydrovactor equipment.

- Recognize and correct unusual, inefficient, or dangerous conditions.
- Ensure that safety procedures are followed by staff.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read maps, manuals, and specifications.
- Make accurate mathematical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively both verbally and in written form.
- Understand and follow oral and written instructions.
- 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 completion of the twelfth (12th) grade.

Experience

Five (5) years of progressively responsible skilled wastewater collection systems and facilities maintenance experience, two (2) of which should be a capacity equal to the District's Collection System Worker III.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must possess a California Class B Driver's License and obtain a California Class A Driver's License within one (1) year of appointment to the classification; and maintain a satisfactory driving record.
- Must possess a California Water Environment Association Grade III Wastewater Collection System certificate or obtain within six (6) months 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 work in the field and inspect various water and wastewater treatment facilities and systems, pump and lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain, to operate a motor vehicle, and to visit various District and meeting sites; vision to detect shades of color, read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person, before groups, and over the telephone and a two-way radio. 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 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees predominantly work in a field environment, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining work spaces, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees occasionally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset

staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Fills in as after-hour emergency contact when Collection System Manager is unavailable. Must be available for standby and response to off-hours emergency situations.