



SEWER SYSTEMS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, administers and directs the operations and maintenance of the District's wastewater facilities and functions, which include construction activities, wastewater collection piping and pumping; serves as a first-level supervisor over subordinate technical staff; serves as a technical subject matter expert over assigned functions; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position, first-level supervisory class. The incumbent is responsible for planning, organizing and overseeing the activities associated with District sewer collection systems and providing direct, first-level supervision over related staff and activities.

This class can be distinguished from the lower-level class of Sewer Service Foreman because the latter is a coordinator-level class where the incumbent is responsible for leading and directing all of the day-to-day activities within the sewer collection systems work unit.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Provides direct, first-level supervision over sewer collection system staff and activities to ensure goals and objectives are being met.
- Supervises, trains, evaluates, and reviews the work of the sewer collection staff who are responsible for construction, maintenance, operation, and repair of sewer facilities; participates in the selection of staff; provides or coordinates staff training; promotes a positive and productive work environment; works with employees to correct deficiencies; implements disciplinary procedures; generates and administers annual employee performance evaluations.
- Assists management with the development and implementation of goals, objectives, policies and priorities of the field operations.

- Assists with the coordination and review of work plans for field operations; meets with staff to identify and resolve problems; reviews and evaluates work products, methods, and procedures; reviews findings with management and implements appropriate changes as directed.
- Implements and monitors weekly workload planning activities; reviews and approves timesheets and vacation/request for time off forms for assigned staff.
- Establishes schedules and methods for providing systems operations, emergency repair procedures, on-call staffing, and predictive preventive maintenance programs.
- Coordinates the work effort related to the operations and maintenance of manholes, pipelines and other facilities associated with sewer collection systems.
- Reports significant operations problems to management and recommends solutions; in emergencies, exercises the authority to take corrective actions where such actions are deemed essential to public safety and continued service to the District's customers.
- Supervises inventory control of the field operations equipment and materials; reviews purchase orders and work order requests.
- Enforces all safety regulations, ensuring that employees are properly trained, safe work methods are followed, and appropriate safety precautions and equipment are utilized.
- Reviews sewer collection operations data and assists in the implementation of changes needed to meet federal, state and local requirements.
- Provides direct assistance to management with the preparation of the capital and activities budget for sewer collection operations.
- Inspects and makes recommendations on acceptance of various sewer collection facilities.
- Performs other duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Principles, practices and methods of constructing, maintaining and repairing state-of-the-art sewer collection systems and facilities.
- Basic principles and practices of public administration, including personnel, budgeting, purchasing, work planning and organizational development.
- Federal, state, and local laws, regulations, and policies pertaining to sewer collections in a public agency.
- The principles and techniques of supervising subordinate staff in a field environment.
- District personnel policies and labor contract provisions.

- The requirements and procedures associated with public agency records management.
- The use of personal computers and computerized applications related to sewer collections work, including modern, state-of-the-art process control and SCADA systems.
- The equipment and material used for sewer collection operations.
- Operational characteristics of specialized construction and maintenance tools and equipment.
- General construction project management methods and techniques.
- Correct English usage, grammar, spelling, and punctuation.
- The safety regulations associated with sewer collection operations.

Ability to

- Supervise and evaluate the work of subordinate employees performing sewer collection activities.
- Develop, coordinate and provide training to subordinate staff.
- Organize staff work schedules for an efficient and continuous, around the clock operation.
- Understand, interpret, explain and apply local, state and federal environmental protection requirements.
- Analyze technical and operational issues and problems, evaluate alternatives and reach sound conclusions and recommendations for action and improvement.
- Monitor and maintain sewer collection operations at an optimal and cost-effective level.
- Provide technical assistance and leadership on all aspects of the assigned work.
- Prepare technical reports.
- Prepare clear and concise oral and written reports and cost estimates for time, materials and equipment.
- Respond to emergency and problem situations in an effective manner.
- Ensure the proper operation of various tools and equipment including computers, heavy field equipment, and hand and power tools.
- Accurately read and interpret technical drawings, diagrams, atlas maps, charts, gauges, valve books, specifications, blueprints and schematic drawings.
- Use mathematics as necessary to tabulate numerical data, establish accurate measurements, (e.g., distance and volume), and make flow and dilution calculations.
- Keep accurate records.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Completion of 60 semester (or equivalent quarter) units from an accredited college or university with substantial course work in water science, environmental engineering, public administration, or a related field of study. A bachelor's degree in one of the aforementioned areas of study is highly desirable.

Experience

Five years of experience in the installation, repair, and maintenance of sewer collection systems and/or related facilities including two years of supervisory responsibility.

Substitution

Additional qualifying experience may substitute for the above-required education on a year-for-year base, where one year of experience is equivalent to 30 semester units.

Licenses/Certificates

- Possession of a valid California driver's license, Class A, is required within six months of employment.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.
- Possession of a valid California Water Environment Association (CWEA) Sewer Collection Grade III certificate is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, pull, reach and lift repeatedly up to 60 pounds; frequently stoop, kneel or crouch; work in confined spaces; work in trenches and on elevated areas; apply sufficient manual dexterity to operate equipment, including small hand tools; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances.

Special Requirements

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

Must be willing to carry and operate a smart phone in support of 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA: Exempt
Range: 55
Union: Non-Represented
Reviewed: November 16, 2011