

## COLLECTION SYSTEM SUPERVISOR

### JOB SUMMARY

Under the direction of the Wastewater Operations Manager, plans, directs, supervises and coordinates the operation and maintenance of a wastewater collection system and sewage lift stations, assuming responsibility for the collection of wastewater to the treatment plants; and performs related duties as assigned.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Directly supervises subordinate collection system operators to ensure proper operation and maintenance of both the collection system and lift stations.
- Plans, assigns and schedules work unit assignments and duty schedules.
- Schedules and supervises the collection system maintenance program, including preventative maintenance.
- Assists department manager in developing and writing policies and procedures to ensure the District's compliance with regulatory requirements relating to collection system operations.
- Investigates and resolves customer service requests and prepares reports on actions taken or recommended.
- Ensures the maintenance and operation of lift station equipment, repair lines, equipment and facilities.
- Prepares routine and special reports relative to the collection system, as required by management or regulatory agencies.
- Ensures compliance with state, federal and county health standards, and safety and environmental regulations governing the collection system.
- Develops emergency assistance plan with other agencies and contractors.
- Ensures adherence to the District's Sewer Maintenance Management Plan, as required by the Water Quality Control Board's waste discharge report, providing recommendations for modification and implementing the plan to meet all stated goals and schedules.
- Ensures the maintenance and recordkeeping of all collection system activities including cleaning, repairs and proposed work.
- Provides recommendations for the acquisition or development of recordkeeping and reporting systems based on industry practices, tailored to meet District needs.
- Notifies management or maintenance personnel of apparent unusual conditions.
- Oversees the cleaning of sewers and removal of stoppages in sewer lines.
- Keeps abreast of new technologies and safety measures used in the collection system field.
- Ensures proper sampling for laboratory analysis, following established procedures for sampling and documentation.

- Supervises the repair and installation of sewer mains, laterals and sewer lines.
- Assists in and oversees the work at District disposal sites and treatment facilities.
- Assists in and oversees the rebuilding of sewer pumps and manhole maintenance duties.
- Obtains and manages contracts to support the operation and maintenance of the collection system.
- Operates and supervises the operation of various types of equipment, such as blowers, high pressure cleaning trucks, power rodders, vactor trucks, televising equipment, and various other types of safety equipment.
- Meets with vendors and consultants in special maintenance projects.
- Assists department manager in developing and writing Board agendas and informational reports related to the collection system.
- Critically reviews and analyzes work output of the section based on reports from the information system or other reports.
- Enforces all safety regulations, ensuring safe work methods are followed and appropriate safety precautions and equipment are utilized; conducts safety meetings with subordinates.
- Observes and documents performance and prepares periodic and special evaluations of performance; prepares supporting documentation and recommends employee recognition and discipline; and counsels employees on matters related to performance and employment status.
- Assists in preparing and monitoring the annual line-item expenditure budget for the collection system division.
- Checks and corrects work in progress and upon completion.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

Knowledge of:

- Laws and regulations regulating collection system operations.
- Supervisory principles and practices.
- Principles of operations and maintenance of sewer systems.
- Operation of televising, line sealing, and line cleaning equipment.
- The materials, methods, tools and equipment used in collection system operation and maintenance.
- Appropriate safety precautions and procedures.
- Accurate record keeping methods.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment and software.
- Basic methods of budget development and tracking of expenditures.
- Computer software tools for tracking and reporting collection system activities.

Ability to:

- Plan, direct, supervise, train, schedule and review the work of subordinates.
- Stay up-to-date on current laws and regulations in the collection system operations.
- Assist with the development of written collection system policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Recognize unusual or dangerous operating conditions and take rapid appropriate action.
- Diagnose equipment malfunctions and direct necessary repairs.

- Utilize desktop computer software, remote and internet-based programs for reporting spills and routine collection system activities.
- Keep accurate records and prepare organized and concise written reports and presentations regarding collection system status.
- Understand and carry out oral and written instructions.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective working relationships with department personnel, other departments, outside agencies and the public.
- Be available for overtime, standby and after-hour emergencies.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of four years of experience in the operation and maintenance of a sewer collection system, wastewater treatment and/or water distribution system; supervisory experience or training is highly desirable.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance; supplemented by college course work in wastewater collections, treatment or a related field. Supplemental training or coursework in the principles of supervision is required, or must be obtained within six (6) months of employment.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class B, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a California Water Environment Association Collection System Maintenance Certificate, Grade IV, is highly desirable; or attainment of certification as follows: Grade II, upon appointment; Grade III, within three (3) years of appointment; and Grade IV, within (5) years of appointment is required.

Certification at the required level must be maintained.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; operate hand and power tools requiring strength and coordination; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 50 pounds and frequently, over 100 pounds, with assistance; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; work in confined spaces; may be required to wear protective apparel including, but not limited to, goggles, face protectors, aprons, shoes and a respirator, as required by OSHA standards; reach with hands and arms and awareness of electrical hazards.

**OTHER REQUIREMENTS:**

May be required to work evenings, weekends and holidays, and assume stand-by duty as necessary.

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