

COLLECTION 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.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the maintenance and repair of City wastewater and storm water systems, facilities and related equipment; ensures City compliance with local, state, and federal codes and regulatory requirements; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, contractors, and outside agencies; oversees projects and inspects projects for contract compliance; maintains appropriate work records including time cards and work orders; serves as technical resource for assigned work crews; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the maintenance and repairs of City wastewater and storm water collection systems, facilities and related pumping equipment; ensure compliance with relevant codes, appropriate local, state, and federal agencies and regulatory requirements; prepare regulatory reports related to operational activities.
2. Establish schedules and methods for providing wastewater and storm water collection system services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned maintenance staff; provide or coordinates staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
6. Prepare specifications for material and equipment purchases; requisition supplies as necessary.
7. Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
8. Inspect and evaluate work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City regulations, policies, and operating procedures and practices; identify problem areas and direct remedial

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action.

9. Supervise, direct and conduct training on proper maintenance, safety, equipment use, operational procedures, and related topics.
10. Assist in the preparation of maintenance contracts for work to be performed by outside contractors; review plans/specifications and oversee and inspect the work of contractors related to collection system construction maintenance.
11. Develop, maintain, and provide reports, files, and other written communication as necessary; maintain records of all work related activities using the department's computerized maintenance management system.
12. Investigate liability claims, provide information to appropriate staff, and coordinate repair actions as necessary.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
14. Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
15. Attend and participates in professional group meetings; maintain awareness of new trends and developments in the field of wastewater systems maintenance; incorporate new developments as appropriate into programs.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a collection systems maintenance program.
- Advanced practices, techniques, and materials used in the maintenance and repair of City wastewater and storm water systems, facilities and related equipment.
- Operational characteristics of specialized construction and maintenance tools and equipment.
- Cost, time and materials estimating.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct collection systems maintenance programs.
- Supervise, organize, and review the work of assigned staff involved in collection

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- systems maintenance.
- Select, train, and evaluate staff.
 - Recommend and implement goals, objectives, policies and procedures for providing collection systems maintenance programs.
 - Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 - Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
 - Prepare clear and concise reports including state mandated reports.
 - Participate in the preparation and administration of assigned budgets.
 - Plan, organize and supervise operations and activities related to maintenance and repair of City wastewater and storm water systems, facilities and equipment.
 - Diagnose mechanical and electrical failures.
 - Inspect facilities, systems and equipment for maintenance and repair needs.
 - Oversee and perform general and preventative maintenance activities.
 - Review and work from sketches, diagrams, blueprints, plans and specifications.
 - Maintain accurate and updated logs, records and reports.
 - Take coaching, instruction, and feedback with a cooperative and positive attitude.
 - Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 - Safely and effectively operate the tools and equipment used in the maintenance and repair of City water, wastewater and storm water systems.
 - Plan and organize work to meet changing priorities and deadlines.
 - Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
 - Work cooperatively with other departments, City officials, and outside agencies.
 - Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade. Vocational training or college level course work in engineering, environmental science, or a related field is desirable.

Experience:

Five years of experience in maintenance, repair, and alteration of wastewater and storm water collection systems including one year of lead supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Grade III Collection System Maintenance certificate issued by the California Water Environment Association within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: February 2013, August 2017

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.