

COLLECTION SYSTEMS SUPERINTENDENT

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 administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Collection Systems/NPDES Division within the Public Works Department including maintenance and repair of the City's wastewater and storm water systems, facilities and related equipment; ensures compliance with state and federal regulations and requirements; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

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. Assume management responsibility for assigned services and activities of the Collection Systems/NPDES Division including planning, coordinating, organizing, directing, and evaluating the work of maintenance personnel engaged in the maintenance, repair, and improvements of the City's wastewater and storm water collection activities, including the operation of the sewer and storm water collection system, pumping facilities, and storm channels.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; develop, implement, and monitor a comprehensive safety program relative to division field activities; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Establish, implement, and monitor a preventive maintenance program with responsibility for division staff and equipment to include inspection, cleaning, and repair of the City's assets relating to the collection and storm water systems.

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8. Prepare and submit regular operations and maintenance reports and required regulatory reports to consultant and local, state, and federal agencies; ensure compliance with local, state, and federal agencies.
9. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop and implement capital projects for improvements and expansion of the collection and storm water systems.
10. Estimate time, materials, quantity, and cost involved in assigned projects.
11. Develop bid specs and obtain and review bids for chemicals, supplies, and outside contractual services; monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specifications as necessary.
12. Serve as the liaison for the Collection Systems/NPDES Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to collection systems/NPDES operations programs, policies, and procedures as appropriate.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of wastewater and NPDES operations; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to claims submitted to the City for damages.
17. 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 comprehensive municipal collection systems and NPDES program.
- Advanced methods, practices, procedures and materials used in the construction, maintenance, operation, repair and improvements of municipal wastewater collection, storm channels and related facilities.
- Modern principles, practices and techniques of equipment and tools used for the improvement and maintenance of collection systems.
- Principles and practices of program development and administration.
- Principles and practices of cost, time and materials estimating.

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- Methods and techniques for detailed report preparation and writing; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Principles and practices of public works administration.
- Safe work practices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive collection systems and NPDES program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Oversee the development of utility engineering designs.
- Plan, organize, direct, and evaluate the maintenance of wastewater and storm water collection systems.
- Provide for a program of regular inspection, preventive maintenance, and reporting; develop performance measures and implement objectives to meet City goals.
- Administer a variety of utility construction projects and work effectively with a variety of community groups.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and submit comprehensive and mandated reports.
- Interpret and explain the City's wastewater collection and NPDES policies and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Promote and enforce safe work practices.
- Safely and effectively operate the tools and equipment used in collection systems and NPDES operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- 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 supplemented by college level course work in engineering, environmental science, or a related field.

Experience:

Six years of increasingly responsible experience involving processes, maintenance, and techniques applicable to a wastewater and storm water collection systems including two years of administrative and supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Grade IV Collection System Maintenance certificate issued by the California Water Environment Association (CWEA) within twelve (12) months 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: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: July 2007

Revised: September 2013; March 2015

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.