

COLLECTION SYSTEM MAINTENANCE SUPERVISOR

DEFINITION

Plans, organizes and provides direction and oversight to and personally performs skilled-level work in support of all District collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures that all federal, state and local regulatory requirements are met; provides assistance to District management staff in areas of expertise; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. Direct supervision is provided to field maintenance support staff.

CLASS CHARACTERISTICS

The Collection System Maintenance Supervisor oversees day-to-day operations and participates in all District activities required to install, inspect, maintain and repair collections system facilities and equipment, including main sewer lines, laterals and pumping stations. The work involves preventive and corrective maintenance program development and implementation, assistance in contract oversight and ensuring that the District meets all regulatory agency requirements. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in developing and directs the implementation of goals, objectives, policies, procedures and work standards for the program; provides input for the budget for the department.
- Plans, prioritizes, assigns, supervises and reviews maintenance activities and the work of crews maintaining and repairing such facilities and equipment as main sewer lines, laterals, pumps, valves, electric motors, gas engines and other equipment found in a wastewater collection system and related pumping stations.
- Trains staff in work procedures; evaluates work performance of assigned staff; recommends disciplinary action as required.
- Inspects collection system 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 and updates a preventive maintenance program to ensure the efficient operation of all collection system equipment and facilities.
- Mitigates overflow spills and damage; reports such incidents to the proper regulatory agency.
- Prepares a list of small construction and repair projects and works closely with engineering staff in the prioritizing, contracting and inspection of such projects.
- Directs or personally participates in the inspection, cleaning, and repair of the wastewater collection system, including the mechanical and electrical equipment found in pumping stations.

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- Directs or performs routine servicing and maintenance on mobile equipment.
- Prepares, updates and submits reports in a timely manner to the General Manager, District Board, and various regulatory agencies.
- Makes presentations of District collection systems status and operations to the Board of Directors; represents the District in meetings with governmental and regulatory agencies and the public.
- Monitors changes in laws, regulations and technology that may affect departmental operations; researches and recommends equipment purchases and disposal; implements policy and procedural changes as required.
- 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.
- Oversees and/or maintains accurate records and files related to the maintenance and repair of the collection system maintenance and repair program.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair a wastewater collection system, including underground sewer lines and laterals and pumping stations.
- Basic 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.
- Safety practices related to the work.
- Administrative principles and practices, including goal setting, preventive and corrective maintenance program development and supervision of staff.
- Principles and practices of public agency contract oversight.
- Applicable laws, codes and regulations.
- Basic principles and practices of public agency budget development, administration and accountability.
- Computer applications related to the work, including word processing, spreadsheet and data base applications.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Skill in:

- Planning, prioritizing and personally participating in a comprehensive collection system maintenance and repair program.
- Selecting, training, motivating, supervising and evaluating the work of staff.
- Providing for the training of staff in work procedures.
- Ensuring that safety procedures are followed by staff.
- Assisting in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the program.
- Interpreting, explaining and administering laws, regulations, policies and procedures.

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- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making accurate mathematical calculations.
- Meeting critical deadlines regarding field activities and record generation and submission requirements
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and four years of experience in wastewater or storm sewer line cleaning and maintenance. Supplemental education in supervisory or business course work is desirable, as is some lead or supervisory experience.

Interpersonal Effectiveness:

Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement.

License and Certification:

Must possess and keep current a valid California class B driver's license with Air Brakes and Tanker Endorsements and have a satisfactory driving record. Must possess at a minimum a Grade II level Collection System Maintenance certificate issued by the California Water Environment Association. Must obtain a Grade III level Collection System Maintenance certificate issued by the California Water Environment Association in a time period specified by the District. Must possess or obtain Cardiopulmonary Resuscitation, AED and First Aid certificates within a time period specified by the District.

Other Requirements:

Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours as assigned. Must be available on-call for emergency response on a scheduled basis.

Physical Requirements:

Be able to possess mobility to inspect various collection system and pumping station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain; vision to read printed materials and a computer screen and hearing and speech to communicate in

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person, and over the telephone; sit and stand for long periods of time, bend, stoop, pull, stretch and reach; and strength and stamina to safely lift and carry up to 80 pounds.

Work Environment:

The work requires outside exposure to all weather conditions with, dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment. Works indoors, using computer monitor, works around others, works alone, works with others.