VALLECITOS WATER DISTRICT

WASTEWATER COLLECTION SYSTEM SUPERVISOR

DEFINITION

Under direction, plans, supervises, and reviews the work of staff operating and performing repair and maintenance duties for wastewater collection and conveyance systems; personally performs the work supervised; makes recommendations for action; assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level class in wastewater collection system operation and maintenance work, responsible for overseeing the operation of the District collections system, including supervising assigned staff. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District operations and maintenance functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Evaluates work methods and operations; estimates time and material costs using CMMS; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; assists in developing the department budget and monitors expenditures;
- Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advice and assistance on problems and/or unusual situations; may perform permit-required confined space entries;
- Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports;
- Coordinates work with other agencies, divisions, and sections; responds to questions and complaints from the public and other agencies; responds to emergency situations;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work;
- Operates copiers and a variety of office equipment;
• Performs duties in a professional manner and works well with others or in a team setting;
• Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
• Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
• Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
• Principles and practices of budget development and administration;
• Principles, material, and equipment used in the installation, maintenance, repair, and operations of wastewater system facilities;
• Operation and maintenance of CCTV systems, odor control systems, and cleaning equipment;
• Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
• Shop mathematics;
• Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices related to the work; applicable codes and regulations; computer applications as related to the work.

Ability to:
• Communicate clearly and concisely, both orally and in writing;
• Research and prepare complex reports on a variety of subjects;
• Plan, direct, and coordinate wastewater collection system inspection, maintenance, and repair activities;
• Wear full face masks and work for at least 30 minutes while being supplied with breathing air through the mask;
• Select, train, supervise, and evaluate employees; make decisions regarding operational and personnel functions;
• Read and interpret plans, maps, specifications and/or manuals;
• Estimate labor, material, and equipment needs;
• Respond to emergency and problem situations in an effective manner;
• Understand, explain, and apply policies and procedures;
• Assist in developing comprehensive plans to meet future District needs/services;
• Deal constructively with conflict and develop effective resolutions;
• Assist in planning and enforcing a balanced budget;
• Develop new policies impacting department operations/procedures;
• Operate and maintain a variety of tools and equipment;
• Establish and maintain effective working relationships with those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
graduation from high school or equivalent and four years of experience in wastewater collection system operation and maintenance, with at least two years in a supervisory or lead role.

Licenses, Certificates, and Special Requirements

- Possession of a current and valid Class B California driver’s license with tanker endorsement, and satisfactory driving record;
- Possession of a CWEA Collection System Maintenance Technologist Grade 3 is highly desirable;
- Must be medically approved for all respirators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to sit, stand, and walk for extended periods of time; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, taste, and smell. Employees must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Must be medically approved for all respirators to be able to work in permit required confined spaces.

While performing the duties of this job, the employees are regularly exposed to moving mechanical parts and outside weather conditions. Employees are frequently exposed to fumes or airborne particles and toxic or caustic chemicals. Employees occasionally work near moving mechanical parts and heavy construction equipment and in high, precarious places and are occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment ranges from moderate to very loud.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________  ________________________
Employee Signature            Date

______________________________  ________________________
Supervisor Signature          Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.