

WASTEWATER COLLECTION SYSTEMS SUPERINTENDENT

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of crews engaged in sanitary sewer maintenance and operation; assists in inspection of sewer lines and mains and performs skilled and supervisory work in the construction, maintenance and repair of sanitary sewers and sewage lift stations; provides complex staff assistance to Wastewater Operations Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Operations Manager. Exercises direct supervision over technical and field staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Wastewater Collections class series that exercises independent judgment on diverse and specialized wastewater collection system maintenance, operation, and repair activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of crews performing wastewater collections system maintenance, operation, and repair activities, including sewer line cleaning, rodding, replacement of sewer lines and manholes, and maintenance of sewage lift stations; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the Wastewater Collection Systems group; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Inspects the work of crews engaged in sewer line maintenance and repair; assists in the inspection of existing and newly constructed sanitary sewer collection systems including conveyance lines and lift stations.

- Participates in the development services activities for reviewing wastewater system plans; confers with contractors on development plans submittal process; reviews project submittals, makes corrections, and approves plans; reviews collection system and lift station plans.
- Ensures compliance with the State Water Quality Control Board's discharge permits concerning sanitary sewer overflows, sewer overflow prevention plans, and sewer overflow remediation plan; compiles a variety of data and completes reports for recertification; conducts a variety of system and operational audits.
- Operates a variety of heavy equipment including, but not limited to, tractor trailer unit, crane, drive axle rigs, and service trucks.
- Performs confined space entry and oversees confined space entries for staff; completes pre-entry checklists and performs atmospheric testing and evaluation of entry conditions.
- Maintains files and records, including operations logs, test results, and unusual operating conditions, and maintenance work performed; assists in generating monthly and annual regulatory reports; assists in updating sewer overflow remediation and prevention plans; prepares a variety of written reports, memoranda, and correspondence.
- Monitors state and federal regulations in wastewater collection system operations, discharge, and related topics; maintains awareness of new trends and innovations in the field of collection system operation and repair; incorporates new developments into program areas, as directed.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; participates in the District's HAZWOPER program.
- Responds to emergency call-outs.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Modern wastewater system methods, materials, practices, tools, machinery, and technical equipment.
- Advanced methods, techniques, and safety practices in maintaining wastewater systems.
- Confined space entry procedures and safety protocols.
- Advanced operation of tools and power equipment used in collection system maintenance and repair, including hand tools, power tools, trucks, loaders, and related construction equipment.
- Mathematical principles.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to wastewater system operations and repair.

- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex operation, maintenance, and repair of a comprehensive wastewater collection system.
- Use Self Contained Breathing Apparatus (SCBA).
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level course work and training in wastewater operations, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in collection system operations, maintenance, and repair, including experience with lift station operation and two (2) years of lead supervisory experience.

Licenses and Certifications:

- Possession of a valid Class B California driver's license with tank and air brake endorsements, to be maintained throughout employment.
- Possession of a Grade IV Collection System Maintenance Certification issued by the California Water Environment Association.
- Possession of confined space entry supervisor certificate.

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, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.