

CITY OF MADERA
WASTEWATER COLLECTION SYSTEM SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation, maintenance, construction and inspection of the City's wastewater collection system; assists in the training of lower level Public Works positions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Collection System Supervisor** is the supervisory level class in the Wastewater Collection System. Incumbents perform semiskilled and skilled duties in the cleaning, maintenance, inspection, repair, installation, replacement, construction and operation of wastewater collection system infrastructures or operation of heavy motorized equipment. This classification is distinguished from the next higher classification of Water and Sewer Operations Manager by the performance of division level supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Water and Sewer Operations Manager. Exercises direct supervision over wastewater collection systems staff and crews.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction and installation work in sewer facilities; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of wastewater collection system staff and crews performing manual, semi-skilled and skilled work in the testing, cleaning, maintenance, inspection, repair, installation, surface and groundwater treatment, and construction of the City's wastewater collection system.
- Plans, schedules, assigns and evaluates wastewater collection system staff and crew performance; supervises and provides training to staff and crew members; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.
- Identifies wastewater collection system deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement opportunities and strategies.

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- Plans and executes wastewater collection system preventative maintenance programs and measures designed to prevent service interruption and protect capital investment.
- Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.
- Coordinates division activities with other City divisions, departments and public agencies.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Routinely records and reports work activities within targeted geographic areas; develops recommendations for purchasing equipment appropriate to the system; estimates materials and equipment needs; maintains records of work time, material usage and work performed; develops recommendations for staffing modifications and improvements to the wastewater collection system.
- Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.
- Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement, recommend and implement solutions.
- May be required, depending on assignment, to wear and use a respirator consistent with state mandates; work evenings, weekends and holidays.
- Performs other duties as assigned.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Collection System Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible full-time paid work experience in the operation and maintenance of community wastewater collection systems which includes one year of full-time experience providing lead or full first-line supervisory direction, and a high school diploma or equivalent.

License/Certificate:

A valid class B California driver's license may be required for some positions. Possession of Grade I and Grade II Collection System Maintenance certifications from the State of California.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Materials, methods, practices and equipment used in testing, cleaning, maintenance, inspection, repair, installation, and construction related to wastewater collection systems. Safety practices applicable to biohazard conditions and wastewater collection system operations. Principles and practices used in the installation, maintenance and repair of pumps, motors, wet wells, sewer mains, manholes, and sewer services; operation and repair of sewer clean outs; replacement of sewer service lines. Principles and practices of plumbing, pipefitting, hydraulics, and electrical systems related to wastewater collection system operations; wastewater collection system telemetry instrumentation; supervisory control and data acquisition ("SCADA") systems; safe confined space entry methods and procedures.

Ability to:

Plan, coordinate, assign, and direct the work of subordinate staff. Supervise, train and evaluate subordinate staff. Communicate effectively, orally and in writing. Establish and maintain effective working relationships at all organizational levels, including the public. Use computer technology proficiently.

Skill to:

Use all equipment related to wastewater collection system operations.