

CITY OF
SIMI VALLEY

WASTEWATER COLLECTION SYSTEM SUPERVISOR

*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 direction, supervises, assigns, reviews and participates in the work of staff responsible for the maintenance of wastewater collection system lines; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

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. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for clearing and cleaning wastewater collection system lines.
2. Establish schedules and methods for providing wastewater collection system maintenance services; identify problem areas in the collection system that require special attention; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including monitoring the progress of maintenance crews.
6. Supervise all confined space entries.
7. Conduct safety training regarding the handling of toxic gases found in the collection system.
8. Conduct field inspections and review video tapes of new sewer construction.
9. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Participate in the preparation and administration of the wastewater collection system maintenance budget; submit budget recommendations; monitor expenditures.
11. Prepare analytical and statistical reports on operations and activities.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of collection system line cleaning and maintenance.
13. 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 wastewater collection system maintenance program.
Equipment and tools used in maintaining collection systems including, vector, rodder, and video inspection trucks.
Methods and techniques of line cleaning and televising.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of collection system inspection.
Safety equipment and procedures related to confined space entry.
Standard practices and procedures of traffic control.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Coordinate and participate in a collection system maintenance program.
Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Communicate effectively with State and local agencies regarding problems with the collection system.
Evaluate sewer improvements, identify defects and make recommendations for resolving problems.
Prepare clear and concise reports.
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 - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater collection system maintenance or a related field.

Experience:

Four years of wastewater collection system maintenance experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a California Water Environment Association Grade III Certificate within 18 months of employment.

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: Field and office environment; travel from site to site; work underground, in confined spaces and around traffic and heavy equipment; exposure to noise, toxic gases, waste and infectious materials and inclement weather conditions.

Wastewater Collection System Supervisor (Continued)

Physical: Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; bending, stooping, kneeling, crawling; climbing with both legs and arms; standing for prolonged periods of time; and operating motorized equipment and vehicles.

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

Hearing: Hear in the normal audio range with or without correction.

Adopted: July 2003
Johnson & Associates

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