



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Wastewater Collection Supervisor
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GENERAL PURPOSE

Under general direction, plans, assigns, directs and inspects the repair, maintenance, and inspection programs relating to the District’s mains, service lines, and related appurtenances used in the collection and transmission of wastewater; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Wastewater Collection job family that exercises independent judgment on diverse and specialized technical assistance and training to an assigned staff of maintenance and construction personnel with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for formulating and developing assigned unit goals and objectives as related to division goals. Incumbents direct day-to-day activities and are responsible for providing technical level support to the Wastewater Collection Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Collection Manager. Exercises direct supervision over technical and maintenance staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Schedules, coordinates, and supervises the work of crews and contractors engaged in the construction, installation, repair, maintenance, inspection, and servicing of wastewater collection and transmission systems and their related appurtenances.
- Inspects and evaluates work being performed to ensure District standards are met; identifies problem areas and directs remedial action; researches new operational methods, techniques, and equipment and recommends their application.
- Attends meetings with other departments and District staff and concerned organizations; responds to inquiries and complaints from the public.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests, and requisitions for section activities; develops, reviews, and updates written maintenance instructions and schedules.
- Responds to emergency situations as necessary; reports weekend spills to on-call administrative staff, and coordinates spill containment and remediation efforts; performs after-hours emergency and on-call duties on a rotating basis.
- Implements the District's Sanitary Sewer Overflow Prevention Plan (SSOPP); ensures accurate documentation is kept and provided to the District's regulatory compliance personnel; updates and maintains logs and databases including sewer-crew daily reports and databases for monitoring and reporting sewer system maintenance trends; cross-checks data and applies personal knowledge to identify errors and discrepancies for research and resolution.
- Coordinates the section's activities with other public agency personnel, engineering personnel, contractors, developers, business owners, property owners, and District customers to identify, define, and resolve problems directly related to wastewater collection; may participate in long-term planning to assess future needs.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

REQUIRED 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 techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting and program development and implementation.
- Basic principles and practices of budget preparation and administration.
- Theories, principles, methods, and equipment used in wastewater collection system construction, maintenance, and repair work.
- Relevant state and federal regulations.
- District and mandated safety rules, regulations, and protocols.
- Technique for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration, and monitoring of a division/department budget.
- Interpret, explain, and reach sound conclusions in applying District sewer rules and regulations, policies, and procedures regarding sewer service.
- Read and interpret plans, specifications, operations, maintenance manuals, wastewater collection-system piping schematics, and engineering drawings; perform mathematical calculations associated with wastewater collection systems.
- Identify and implement effective courses of action to complete assigned work; coordinate work assignments with other divisions, departments, or agencies.
- Prepare clear and concise records, reports, computer data entry, and other written materials.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements.
- Create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Six (6) years of increasingly responsible experience in wastewater collection-system construction, maintenance, and operations, four (4) of which were at a lead worker level.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license, Class A with tanker endorsement, and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- CWEA Collection System Maintenance Certificate, Grade III.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; color vision to read gauges and identify appurtenances; a hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to

operate above-mentioned tools and equipment. Positions in this classification bend, stoop kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work partially indoor and partially outdoors and are exposed to loud noise levels, hot and cold temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Wastewater Collection Supervisor
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Wastewater Collection Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____