

JURUPA COMMUNITY SERVICES DISTRICT COLLECTIONS 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.*

DEFINITION

Under limited supervision of Operations Manager, plans, organizes, administers and directs the operations and maintenance of the District's wastewater facilities and functions, which include construction activities, wastewater collection pumping and pre-treatment facilities.

CLASS CHARACTERISTICS

This position reports to the Operations Manager and is responsible for the direct supervision of sewer collections system maintenance crews and industrial wastewater inspection staff. The incumbent exercises daily supervision over the assigned field personnel and coordinates the work of multiple crews.

ESSENTIAL FUNCTIONS

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 the position if the work is similar, related or a logical assignment to the class.

Provide direct supervision, as needed, of the overall work effort of sewer staff to ensure goals and objectives are being met.

Supervise, train, evaluate, and review the work of the maintenance staff responsible for operation and repair of sewer facilities, pre-treatment facilities, and related items including buildings and grounds.

Participate in the selection of staff; provide or coordinate staff training; promote a positive and productive work environment; work with employees to correct deficiencies; implement disciplinary procedures; generate and administer annual employee performance evaluations.

Assist the Operations Manager in the development and implementation of goals, objectives, policies and priorities of the field operations.

Assist the sewer foremen in the coordination and review of the work plan for the field operations; meet with staff to identify and resolve problems;

review and evaluate work products, methods, and procedures. Review findings with the Operations Manager and implement appropriate changes as directed.

Implement and monitor weekly workload planning activities; review and approve timesheets and vacation/request for time off forms for assigned staff.

Establish schedules and methods for providing systems operations, emergency repair procedures, on-call staffing, and predictive preventive maintenance programs.

Coordinate the work effort related to the operations and maintenance of pumping plants, pipelines and lift stations and other sewer facilities.

Report significant operations problems and recommendations for resolution to the Operations Manager. In emergencies, the Collections Supervisor has the authority to take corrective actions where such actions are deemed essential to public safety and continued service to the District's customers.

Supervise inventory control of the field operations equipment and materials, review purchase order and work order requests.

Enforce all safety regulations ensuring employees are properly trained, safe work methods are followed, and appropriate safety precautions and equipment are utilized.

Review with subordinate staff wastewater operations data and assist in the implementation of changes needed to meet federal, state and local requirements.

Provide direct assistance to the Operations Manager in the preparation of the capital and activities budget for the field operations.

Coordinate directly or through subordinates the efforts of the vehicle maintenance program; monitor efficiency and report deficiencies to the Operations Manager.

Must carry and operate a pager at all times and report to work as necessary to resolve problems.

Operate a District vehicle and maintain a good driving record.

REQUISITE ABILITIES

Communicate clearly and concisely, both orally and in writing.
Keep accurate records.
Select, supervise, train and evaluate staff.
Read and interpret technical drawings, diagrams, atlas maps, charts, gauges and specifications; provide constructive input relating to new construction of pipelines and facilities.
Understand and ensure the proper operation of various tools and equipment including computers, heavy field equipment, and hand and power tools.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret and explain District policies and procedures.
Prepare clear and concise oral and written reports and cost estimates for time, materials and equipment.
Establish and maintain effective working relationships with those contacted in the course of work including District staff, government officials, community groups, and the general public.
Respond to emergency and problem situations in an effective manner.
Understand and follow verbal and written directions

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. A typical way of obtaining the knowledge, skills and abilities is five years of increasingly responsible experience in wastewater systems operation and repair, including two years of supervisory responsibility.

Knowledge and Skill Levels

Operational characteristics, services, and activities of a wastewater operations program.

Materials, methods, practices and equipment used in wastewater systems maintenance and repair activities.

Types and levels of maintenance and repair activities generally performed in a wastewater system maintenance and repair program.

Principles of supervision and effective and efficient methods and procedures for scheduling and assigning work of sewer repair and maintenance personnel.

Principles of workload planning training and performance evaluation.

Knowledge of pertinent federal, state and local laws, codes and regulations.

Knowledge of safety practices and regulations.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of, or ability to obtain, a Class A California driver's license within six months of employment.

Possession of CWEA Collection III Certificate. (Preferably Grade IV)

Possession of, or ability to obtain, certification from District provided CPR/First Aid Training.

FLSA / EXEMPT
RANGE 55 \$5685 - \$6911