



COLLECTIONS SYSTEM SUPERVISOR

FLSA Status: Non-Exempt

Department: Collections

Supervised by: Collections System Superintendent

GENERAL DESCRIPTION

Plan, organize, direct, review, and report on the work of collections system crews in the construction, repair, cleaning, and inspection of the sewer collections system. Assigned as Supervisor of the Collections System Operations.

CLASS CHARACTERISTICS

Collections System Supervisor

This is the supervisory class in the Collections System Operator series that exercises general and direct supervision over an assigned section. This class requires the ability to exercise a high degree of independent judgment on diverse and specialized maintenance functions.

The use of respiratory equipment [including self-contained breathing apparatus (S.C.B.A.)] may be required for this position. Therefore, the Collections Supervisor will be required to be free of facial hair that would interfere with the use of a respirator for annual fit tests and for any occasion, which requires the use of respiratory equipment to comply with the District's respiratory program and Cal/OSHA standards.

ESSENTIAL FUNCTIONS

- Duties may include, but are not limited to, the following: Plan, assign, and schedule work of subordinate staff.
- Plan, organize, direct, and review a variety of personnel actions, including performance evaluations, selections, training, and disciplinary measures.
- Coordinate work activities and establish work priorities with Operations.
- Assist in injury and accident investigation.
- Assist in planning, monitoring and development of the departmental budget relative to assigned section.
- Direct and coordinate "On-Call" duties; act as off-duty coordinator.
- Respond to after-hours calls.
- Conduct field inspections to check for quality and quantity of work performed.
- Direct overflow cleanup and spill mitigation; take samples of affected watershed areas.
- Make decisions regarding the more difficult aspects of maintenance work.
- Explain, communicate, and enforce safety regulations.
- Plan, review, schedule, and assign construction projects.
- Work with property owners, public agencies, public right-of-ways, and utilities regarding construction within easements.
- Establish and maintain contacts with suppliers and other agencies.

- Confer with management staff regarding procedures, policies, work programs, and personnel matters.
- Review and resolve customer complaints.
- In emergencies, take necessary actions.
- Work with the Engineering Department in planning and executing repairs, modifications, and upgrades of collections system.
- Meet with representatives of other agencies and with the public regarding sewer maintenance problems.
- Responsible for tools and equipment assigned within department.
- Make both oral and written reports.
- May act for the Collections Superintendent in his/her absence.
- Inventory supplies and equipment, set appropriate stock levels.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Tools, equipment, materials, methods, practices, and safety standards used in the construction, maintenance, repair, cleaning, and inspection of a sewer collections system.
- Techniques used in estimating time, labor, material, and equipment costs.
- Techniques for motivating, training, and developing employees.
- Principles, practices, and techniques of supervision.
- Applicable Federal, State, and local laws, statutes, and regulations.
- Confined space entry including the use of Self Contained Breathing Apparatus (SCBA).
- Techniques for providing a high level of customer service.
- Methods and techniques of conflict resolution.

Ability to:

- Understand, interpret, and explain policies, procedures, and work practices.
- Plan, schedule, organize, direct, supervise, and review the work of subordinate positions in the construction, maintenance, repair, cleaning, and inspection of a sewer collections system.
- Identify and solve problems and provide direction regarding difficult aspects of sewer construction, maintenance, repair, cleaning, and inspection work.
- Make sound, independent decisions within established guidelines.
- Prepare, maintain, and analyze work reports.
- Organize and prioritize a variety of projects and tasks.
- Utilize District's computer systems.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Read, interpret, and work from a variety of maps, blueprints, plans, diagrams, and sketches.
- Identify unsafe work practices and take action.

Sit at desk for long periods of time and move between work areas. Intermittently bend to load truck, climb in and out of easements, kneel and twist to assist field crews, perform simple and power grasping, pushing, pulling, fine manipulation, lift or carry weight of 50 pounds or less, and intermittently lift manhole covers weighing 50 to 80 pounds. May be required to communicate via mobile communication device.

Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, and District Safety Directives.

MINIMUM QUALIFICATIONS:

Collections Systems Supervisor:

Education/Training: High school diploma or general education degree (GED).

Experience: Five years of increasingly responsible experience in sewer line and structure construction, maintenance, and cleaning work, including two years of experience in a lead or Collections III capacity.

License and Certificate: Possession of a valid Class B driver's license. A valid out-of-state driver's license will be accepted during the application process.

Possession of a Grade III Collections System Maintenance Certificate issued by the California Water Environment Association Technical Certification Program or must obtain the certificate within 12 months.

WORK HOURS

Must be available for regular and emergency standby and weekend assignments and to be called back and work emergency overtime as required. Will be expected to work weekend and holiday shifts as needed.