

COLLECTIONS SYSTEM SUPERINTENDENT

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

GENERAL DESCRIPTION

Under administrative direction, plans, organizes and directs the work of crews and personnel involved in the installation, construction, maintenance and repair of wastewater mains, services and related appurtenances; and performs related duties as assigned.

GENERAL CHARACTERISTICS

This single-position management class is responsible for all maintenance and repair activities related the District's wastewater collection system. Performs skilled and supervisory work in the construction, maintenance and repair of sanitary sewer systems and sewage lift stations. Responsibilities include coordinating the activities of the department with those of other departments, outside agencies, appointed officials and the public. The work of this class is complex and involves significant accountability and decision-making responsibilities.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Plans, organizes, controls, integrates and evaluates the work of assigned supervisors and staff; with supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District personnel rules and policies.
- Provides day-to-day leadership and works with supervisors and staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Prepares or directs the preparation of a wide variety of studies and reports related to the District's wastewater collection system needs and develops specific proposals and work plans to meet them.

- Monitors changes in laws, regulations and technology that may affect departmental operations; and implements policy and procedural changes as required.
- Inspects operations and projects to confirm conformance with specifications and objectives.
- Participates in the analysis of trends, such as population and industrial growth, and the development of strategies and work plans to meet and serve expanding community needs.
- Coordinates the work of the department with other departments, agencies and individuals.
- Develops policies and procedures related to environmental and CalOSHA safety regulations that encompass the wastewater collection system, and ensures unit work is within compliance.
- Prepares the annual operating and capital outlay budget recommendations; justifies budget requests and monitors expenditures against goals and objectives; reviews financial and operational reports; analyzes maintenance and operating costs and takes necessary action to ensure efficient operation of the division.
- Evaluates equipment and materials used in the department and recommends changes and/or additions, as required.
- Prepares special or recurring reports or special studies; develops recommendations to improve wastewater collection; coordinates work with engineering in making system modifications.
- Provides technical advice to the District's management and the Board of Directors in District operations and maintenance matters.
- Provides technical assistance to staff.
- Ensures the District's safety program and goals are implemented and carried out in the Collection department; proposes safety requirements to be followed in the maintenance and repair of the wastewater collection system.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the development, operations, maintenance and management of wastewater treatment plants, as well as wastewater collection systems, pumping stations and related facilities.
- Principles and techniques of capital improvement design, construction, inspection, funding and long-term maintenance.

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Safety hazards and safety precautions related to work assignments.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive wastewater systems and facility construction, operations and maintenance program.
- Reading and interpreting plans, specifications and diagrams used in the design and construction of wastewater collection systems and treatment facilities.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Providing for the selection, training, development, motivation and work evaluation of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Recognizing safety hazards and mitigating such hazards, following the District's safety policies and procedures, and state and federal laws.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering or a technical field related to the work and five years of experience in maintenance and operations of wastewater collection systems and facilities, including two years of supervisory or administrative experience. Additional supervisory experience may be substituted for the education on a year-for-year basis to a maximum of two years. Experience at the Ironhouse Sanitary District is highly desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.
Must possess a California Grade IV Wastewater Collection System certificate.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various wastewater treatment facilities and systems; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Regular attendance at District Board meetings is required.