

SEWER SUPERINTENDENT

Definition:

Under general direction plans, organizes and manages the activities of the Sewer Division; manages the development, maintenance and servicing of the City's sewer system to include sewer mains, laterals and access covers; administers the Fats, Oils and Grease (FOG) Program; develops division objectives; administers sewer system-related contracts; establishes and evaluates work standards and performance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Plans, organizes, manages and evaluates the functions of the Sewer Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans crew assignments.

Establishes and reviews division objectives, standards and procedures.

Administers the FOG Program to ensure continual compliance with the State of California Regional Water Quality Control Board (SCRWQCB) waste discharge requirement and related regulations.

Investigates service requests and public complaints, initiates field inspections of work areas and inspects work areas as needed.

Conducts safety and public meetings with City staff and represents the City and department/division at staff, public and professional meetings/conferences and makes oral presentations.

Coordinates work projects with other divisions and departments.

Reviews and modifies work standards and procedures in accordance with performance.

Reviews and interprets sewer project plans and specifications.

Reviews and analyzes a variety of records, contracts, reports and other data.

Plans and oversees sewer-related contract work.

Prepares, monitors and manages the division budget and recommends and evaluates capital, personnel and operating budget outlays.

Approves requisitions for materials, supplies and equipment.

Prepares bid specifications and cost estimates.

Prepares and analyzes division activity, performance and safety reports.

Operates a personal computer and uses applicable software to compose/prepare a variety of records, correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

Class Characteristics:

Sewer Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

Contacts and Relationships:

The Sewer Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with the Environmental Protection Agency, SCRWQCS and other compliance agencies, vendors, contractors, other City employees, the public and their representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Effective supervisory and management techniques.

Principles, practices, methods, materials and equipment used in sewer program collection systems and program management.

Methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

Applicable laws and regulations related to sewer issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Budgeting methods and procedures.

Computer applications related to area assigned.

Contract administration related to area assigned.

AND

Ability to:

Plan, organize, manage and evaluate Sewer Division operations.

Interpret and apply applicable laws and City and division/department rules and regulations.

Select, train, supervise and evaluate division employees.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education: Bachelors Degree in Business Administration, Public Administration, Engineering, a natural sciences or a closely related field from an accredited college or university.

AND

Experience: Six years of progressively responsible experience in the development, maintenance and servicing of sewer systems to include four years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

The City of Fullerton's Conflict of Interest Code requires that the Sewer Superintendent file financial disclosure statements in accordance with state and local laws.

Valid Sewer Collection System Maintenance Certificate Grade IV issued by the California Water Environment Association (CWEA) at time of appointment and throughout employment in this position.

Possession of or ability to obtain a Penal Code 832 certification within 12 months of employment in this position.

Completion of "Hazwoper" First Responder Training and "Hazwoper" Supervisor/Manager training as provided by a State of California authorized training source within the first 12 months of employment in the position.

Other:

Water and/or Distribution Operator Certificate(s) issued by a source acceptable to the State of California are preferred but not required.

A valid Environmental Compliance Inspector Certificate Grade I issued by the CWEA is preferred but not required.

A valid Plant Maintenance Certificate Grade I issued by the CWEA is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, crouches, twists, bends, crawls, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field the incumbent may walk and stand on slippery/uneven slopes and surfaces, work in confined spaces, climb ladders and may be exposed to extreme noise and vibration grease/oils, solvents, fumes, electrical and mechanical hazards, vehicular traffic, dust, chemicals, raw sewage and stagnant water. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Established November 2005