

SEWER SUPERVISOR

Definition:

Under general supervision schedules, coordinates and supervises workers and work crews performing maintenance, repair and installation of sewer system components to include sewer mains, laterals, valves and access covers; conducts field inspections of sewer facilities and equipment; enforces the Fats, Oils and Grease (FOG) Program; evaluates work 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 include the following:

Schedules, coordinates and supervises work crews and individual workers performing sewer system-related duties and activities.

Assists in the selection, training and evaluation of assigned staff; establishes daily priorities and assigns work to crews and individuals; oversees daily attendance/time card and work activity records.

Participates in sewer system operations to include system management, sewer inspections, sewer cleaning and sewer line repairs.

Inspects works in progress and upon completion for compliance with blueprints and specifications.

Participates in FOG Program functions to assure continual compliance with the State of California Regional Water Quality Control Board waste discharge requirements and related regulations.

Responds to and investigates complaints, inquiries and claims regarding sewer issues.

Submits reports or oversees the reporting of sewer system overflows to the Sewer Superintendent or other authority.

Drafts, recommends and checks preventive maintenance schedules and recommends solutions to operational and technical problems.

Coordinates work with sewer contractors and other City divisions/departments.

Conducts and participates in staff and safety meetings.

Provides reports and testimony for legal actions as required.

Operates a personal computer and uses applicable software to prepare a variety of correspondence and reports including performance, inspection and safety reports.

Recommends and drafts orders for materials, supplies and equipment.

Lifts and moves equipment and tools weighing 50 pounds or less and may assist work crews with emergency placement of road closure materials.

Demonstrates safe work procedures and equipment operation.

Assists with preparation of the Sewer Division Budget.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Acts as Sewer Superintendent as assigned.

Serve as a division representative at meetings of City staff or other organizations.

Class Characteristics:

Sewer Supervisor is a single incumbent position in the Maintenance Services Department and is accountable for work quality, efficiency and safety through the effective scheduling and supervision of workers and work crews.

Contacts and Relationships:

The Sewer Supervisor establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with other City employees, the public and their representatives, vendors, contractors and governmental representatives.

Qualification Guidelines:

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

Knowledge of:

Methods, practices, procedures, rules, regulations, materials and equipment associated with the construction, maintenance, repair and operation of sewer systems.

Effective supervisory and management techniques.

Record keeping and report writing techniques.

Math related to area assigned.

Safety regulations, practices and procedures related to sewer operations.

Applicable health regulations related to sewer operations.

Legal practices involved with the enforcement of codes and ordinances related to sewer issues.

Computer applications related to area assigned.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Train and supervise staff and assist in employee selection and supervision.
Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret blueprints and work specifications.

Work independently, use good judgment and make sound decisions in accordance with established procedures and policies, rules and regulations.

Initiate and carry out required procedural assignments; understand and carry out oral and written instructions and use independent judgment and initiative.

Estimate material, equipment and labor costs.

Prepare reports and correspondence.

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 programs.

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

Education: An Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in Water Science Engineering, Sanitation Engineering, Water Treatment, Water Operations, Business Administration, Public Administration or a closely related field.

AND

Experience: Three years of progressively responsible experience in the construction, maintenance and repair of sewer systems to include two years of lead or supervisory experience.

Special Requirements:

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

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

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

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 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.

Ability to obtain a Penal Code 832 Certification within the first 12 months of employment in this position.

Other:

Water and/or Distribution Operator Certificate(s) issued by a source acceptable to the State of California are 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/on-site there is exposure to the elements and the incumbent will be exposed to damp conditions, work in confined spaces, stand and walk on level and uneven/slippery surfaces, kneel, crouch, climb steps/ladders and inclines, reach, twist, crawl, bend, push, pull, drag, grasp, lift and carry items weighing 50 pounds or less and operate hand and power tools. When on-site the incumbent may be exposed to extreme noise and vibration, vehicular traffic, grease/oils, solvents, fumes, electrical and mechanical hazards, dust, chemicals, raw sewage and stagnant water. During a sewer emergency, the incumbent may run while carrying a filled sand bag. The incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, sits stands, and walks. 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.

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