

SEWER DIVISION SUPERVISOR

DEFINITION

Under general direction, to plan, supervise, direct, coordinate, monitor, and measure performance of staff in the operation and maintenance of sewer and storm collection and distribution systems, storm and wastewater lift station systems, and other public works facilities; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This is a single position supervisory class. This position serves as first-line supervisor for staff assigned to the Public Works Department's sewer and storm collection and distribution systems and wastewater and storm water pumping systems.

REPORTS TO

Public Works Director, Public Works Superintendent, or as assigned.

CLASSIFICATIONS SUPERVISED

Sewer Maintenance Workers I/II/III, and other staff as assigned.

ESSENTIAL FUNCTIONS

Plans, prioritizes, supervises, and assigns staff to the installation operation, and repair of pumps, sewer mains and laterals, valves, meters, and electric motors; insures meter readings; oversees the maintenance of all sewer and storm related activities; checks, regulates, and maintains pressure gauges and switches, automatic valves, back flow devices, remote recorders, electrical controls, and testing equipment; supervises and performs sewer wet well testing and pump efficiency tests; directs and performs work in excavating and grading trenches for sewer and storm services; may operate trucks, compressors, tractors, backhoes, and other construction equipment; directs the repair and installation of pipes and fittings backfilling trenches, and flushing mains; reviews plans and specifications of work to be accomplished; inspects work under construction; instructs and enforces proper safety procedures; locates underground utilities; prepares cost and staff estimates for projects; assists the Public Works Director with the development and control of the sewer division budget; performs a variety of record keeping and assists with the development of requisite reports; implements work safety requirements and conducts safety training; implements the Risk Management Program for hazardous materials; responds to questions and provides information regarding assigned areas of responsibility; and collects all pertinent data/information and generates required reports to regulatory agencies. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 50 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal and written communication; use a variety of hand and power tools used in sewer and storm distribution systems; use a computer and telephone.

TYPICAL WORKING CONDITIONS

Work is performed both in an office environment and outdoors in varying temperatures and weather conditions; exposure to gasses, fumes, dust, grease, and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles of water pressure and flow.
- Operations and maintenance requirements of sewer and storm distribution and pumping facilities.
- Methods, practices, materials, tools, and equipment used in installation of sewer and storm mains, lateral pumps, pipes, and other sewer, storm, and sanitary equipment.
- Laws, rules, regulations, and environmental requirements applicable to operation and maintenance of sewer storm, and sanitary system equipment.
- Principles and techniques of supervision and training.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.

Ability to:

- Supervise, train, and evaluate the work of assigned staff.
- Perform a variety of skilled work in the maintenance, construction, and repair of sewer, storm distribution, and pump systems and facilities.
- Inspect systems for needed maintenance and repairs and proper completion of maintenance and repair projects.
- Skillfully use a variety of hand and power tools in the maintenance of sewer and storm distribution and pump systems.
- Read and interpret blueprints, drawings, and maps.
- Estimate labor and materials costs and requirements for major maintenance and repair projects.
- Assist with budget development and expenditure control.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Four (4) years of increasingly responsible experience in the operation, construction, and maintenance of sewer and storm systems including at least two (2) years in a supervisory or lead position.

Education:

- Graduation from an accredited community or junior college with an AA degree in general education, business administration, or related field. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California Commercial Class "B" driver's license with appropriate endorsements.

SPECIAL REQUIREMENTS

- Possession of a certificate of completion in the operation and maintenance of wastewater collection systems issued by California State University Sacramento.
- Possession of certifications or licenses to meet federal or state regulations as mandated.
- Possession of valid first aid and CPR certification.
- Possession of, or ability to obtain, appropriate certification and licenses as designated by the City of Atwater.

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