

Goleta Sanitary District Job Description

Job Title: Collection System Manager
Department: Collection System Operations
Reports to: General Manager/District Engineer
FLSA Status: At-Will Exempt

SUMMARY

This management level position is responsible for the day to day operations of the District's Collection System Division. The incumbent coordinates activities with other departments, outside agencies, consultants and the general public, analyzes, reviews and makes recommendations on programs and policies affecting the District. The position also provides highly responsible staff assistance to the General Manager, and fulfills the duties of the Collection System Maintenance Tech III, and below if needed in an emergency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Directs and participates in the development and implementation of goals, objectives, policies and procedures; supervises and participates in the preparation of the Collection System operation budget; monitors all expenditures; recommends the purchase of equipment and materials; prepares cost estimates and recommendations for Collection System construction and rehabilitation.
- Oversees the supervision and training of the Collection Systems Maintenance Technicians and workers in a program of preventative maintenance and repairs to the Collection System and pumping stations.
- Responsible for the inspections of all sewer lines, facilities and appurtenances; oversees and enforces the District's standards and specifications for the construction of sewer lines.
- Coordinates the Safety training programs and policies; oversees the safety training of crews in safe working habits, confined space entry, proper traffic control and other safety practices related to the maintenance and repair of the Collection System.
- Coordinates with the Senior Treatment Plant Operators for all major repairs, equipment installation, special maintenance activities, electrical maintenance and any anticipated wastewater flow changes or conditions.
- Researches equipment parts, suppliers and costs; prepares purchase requisitions for approval by the General Manager; writes specifications and bidding solicitations for the purchase of equipment.
- Evaluates the development and performance of the department personnel, providing instruction, counseling, commendation, or corrective action as required.
Assists in the District's Public Relations program and CWEA training events, such as open houses and workshops.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of:

- Practices and policies of public sector management and supervision
- Sewer System Management Plan Requirements
- Local, State and Federal Laws associated with the ownership and maintenance of public sewer systems.
- Regulations relating the determination and adoption of sewer service rates, tools and equipment used in the operation, repair and maintenance of sewer Collection Systems.
- Principles of Sewer System Hydraulic Modeling
- Geographical Information System (GIS) mapping systems operation and
- Computerized Maintenance Management Systems (CMMS) and their use in scheduling preventative maintenance activities
- Basic computing software (MS Word, Excel, PowerPoint, etc.)
- Development review process and plan review and plan checking process in the public/private sector development process.
- California Environmental Quality Act requirements associated with the construction, repair and maintenance of waste water Collection Systems.
- Understanding and skillful use of tools, materials, and equipment used in maintaining wastewater Collection System equipment; methods and procedures for maintenance and repair of hydraulic and mechanical equipment, gas and diesel engines, pumps, and valves, and basic electrical principles.
- Proficient in the principles and procedures of record keeping, and use of safe work practices.

Ability to:

- Read and understand various blueprints, schematics, layout sketches, preliminary and record plans.
- Perform routine installation, repair and maintenance activities of Collection Systems
- Understand and follow oral and written directions.
- Diagnose, disassemble, and repair Collection System equipment. Maintain all district sewer lines, manholes, appurtenances, vehicles, machinery, equipment, tools, maintenance and repair records Use and operate hand tools, power tools and equipment in a safe and efficient manner
- Establish and maintain effective working relationships with those contacted in the course of the work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EDUCATION and/or EXPERIENCE

Associates degree in a related field and four years' experience in the operations and maintenance of wastewater collection systems, or six years progressively responsible experience in the operations and maintenance of wastewater collections systems in a similar organization.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively on a one to one basis and in small group situations with employees and/or the public.

MATHEMATICAL SKILLS

Ability to multiply, divide, add and subtract in all units of measure.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions given in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid class "B" CA driver's license with tank and air break endorsement and a satisfactory driving record.

Possession of California Water Environment Association Collection System

Maintenance Technologist Grade IV certificate or the ability to obtain one within 18 months.

Ability to acquire American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificates.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee occasionally must be able to lift and or move up to 100 pounds. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self-contained breathing apparatus (SCBA) or respirators, and in that respect is required to follow the District's facial hair policy.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; work under changing intensive deadlines with constant interruptions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate but can be high for frequent and lengthy periods.