

Goleta Sanitary District Job Description

Job Title: Collection System Supervisor
Department: Collection System Operations
Reports To: Collection System Manager
FLSA Status: Non-Exempt (Non-Salary)

SUMMARY

This is a senior level position in a series of progressive steps in the Collections System Operations department. Under general supervision, as an individual or crew leader, leads, oversees, participates in, and performs a variety of duties in the maintenance, repair and installation of sewer lines and pumping stations. This position fulfills the duties of the Collections System Maintenance Technician II and/or Technician I position when required due to unplanned staffing vacancies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises Collections System Maintenance Technician I and Technician II positions and assists with implementation of annual performance reviews
- Assists with development of annual department budget and work plan.
- Performs and oversees skilled work in construction, maintenance, and repair of sanitary sewage facilities and pump stations.
- Supervises, operates and maintains vehicles, trucks, compressors, jet rodders, other sewer cleaning and construction equipment such as pavement-breakers.
- Occasionally operates backhoe or skip loader and makes excavations; repairs and/or replaces manhole covers, frames and vaults.
- Operates equipment used for repair, replacement, location, marking, dye testing, smoke testing, air and water testing of sewer lines and appurtenances.
- Supervises and performs housekeeping, building and grounds maintenance tasks, cleans and cares for tools and equipment as needed, in absence of other staff.
- Performs computer operations including data entry, generates templates, work orders and reports using CMMS system.
- Reviews of development plans, issues permits and conducts inspections of approved improvements.
- Maintains permit, easement, as built, and blueprint records accurately.
- Researches property connection permit history as necessary.
- Provides the general public with sewer line lateral location and other mainline improvement information.
- May utilize a variety of mechanical, welding, pipe fitting, plumbing, and masonry tools and skills to fabricate, rebuild and maintain collection system equipment. In event of an emergency or absence of subordinate staff.
- Assists in the training of all new and current District staff on the proper and safe operation and use of all collection system machinery and equipment.
- Assists with District public education and outreach programs.
- Performs related work as required and other duties as assigned.

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:

- Understanding and skillful use of tools, materials, and equipment used in maintaining wastewater collection system equipment; methods and procedures for minor maintenance and repair of hydraulic and mechanical equipment, gas and diesel engines, pumps, and valves.
- Proficient in the principles and procedures of record keeping.
- Working knowledge of Microsoft Word and Excel.
- Supervisory policies and procedures
- Basic electrical principles.
- Safe work practices.

Ability to:

- Oversees and documents routine installation, repair and maintenance activities of collection systems.
- Oversees/Supervises Diagnosis, disassemble, and repair Collection System equipment.
- Supervises and maintains all District sewer lines, manholes, appurtenances, vehicles, machinery, equipment, and tools maintenance and repair records.
- Read and understand various blueprint schematics, layout sketches, and preliminary and record plans.
- Understand and follow oral and written directions.
- Use and operate hand tools, power tools and equipment in a safe and efficient manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- 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.
- Use self-contained breathing apparatus for confined space entry.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) with five years' work experience in the operation and maintenance in the wastewater collections systems, including understanding and experience in the use of tools and equipment for the repair, replacement, and operations of maintenance and mechanical equipment such as pumps, motors, valves, pipelines, pipefitting and engines, or an equivalent combination of training and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as blueprints, plans, 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. Ability to counsel and coach subordinate team members in a fair and impartial way. Ability to maintain effective relationships with both supervisor and subordinate co-workers. Strong oral and written communication skills and conflict resolution skills desired.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide 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 a valid class B California driver's license with a satisfactory driving record. Possession of California Water Environment Association Collection System Technician Grade III within 18 months of hire date. Ability to acquire American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificates within 24 months of hire date.

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 is frequently required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. 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 is 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.

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.