

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

COLLECTION SYSTEM MANAGER

DEFINITION

Under the general direction of the Director of Water and Wastewater Resources or authorized representative, supervises all activities of the Collection System Maintenance Division, including wastewater collection and recycled water systems, and performs other duties as assigned.

EXAMPLES OF DUTIES

Manage, supervise, schedule, and review the work of maintenance personnel in the maintenance, inspection and repair of wastewater collection and recycled water distribution systems in the Collection System Maintenance Division of the Department of Water and Wastewater Resources; ensure safe, efficient and effective compliance with local, state and federal laws, rules and regulations, and industrial practices. Implement City, Department and Division Rules and Regulations, policies, procedures and practices. Ensure that required records are accurately maintained. Oversee a comprehensive preventive maintenance program of facilities. Ensure that supervisors conduct regular safety training and maintain a safe work environment. Develop and maintain training programs for employees; ensure that employees maintain required certification. Formally evaluate or ensure the evaluation and satisfactory job performance of assigned employees. Manage crews in support of City departments in maintenance operations, such as the storm drain collection system maintenance and construction program. Work to complete Department and Division goals and objectives. Prepare and manage the Division budget; propose, develop and manage capital projects and manage contracts for the Division. Prepare reports, and make presentations to the City Manager, City Council or others as required. When required, maintain 24-hour availability to address Division emergencies. Develop and maintain good working relationships with supervisors, coworkers, elected officials, professional peer groups and the public. May perform any work of the Division on short notice.

JOB SPECIFICATION
COLLECTION SYSTEM MANAGER (PAGE 2)

MINIMUM QUALIFICATIONS

Knowledge of: Operation and maintenance of specialized equipment used in wastewater collection systems, general engineering principles and practices; and principles, practices and materials used in construction and trenching; applicable federal, state and local regulations regarding wastewater treatment; supervisory methods and techniques; project scheduling and management; vocational training methods; safety regulations and methods of safe practice in work environments including hazardous atmospheres and confined spaces; plans, specifications, reports and other documents used to design wastewater facilities.

Ability to: Plan, organize, direct and control the maintenance of wastewater conveyance, pumping systems and related facilities; effectively schedule, supervise, train, and evaluate work performance of subordinates; perform technical research work, detailed analyses and preparation of comprehensive reports; carry out oral and/or written instructions; read and interpret manuals, plans and specifications; prepare, submit, justify and manage complex Division operating and capital budgets; use CRT's and/or PC's; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis. Respond to emergencies at all hours.

Experience: Five years of increasingly responsible experience in the construction or maintenance of wastewater conveyance facilities, at least three years of which were in a supervisory capacity.

Education: Graduation from high school or equivalent. College coursework in science or other related discipline can be substituted for experience on the basis that two years of coursework equals one year of experience up to a maximum of four years of coursework equaling two years of experience. Continuing education in related subjects including supervision and project management is desirable.

Physical Requirements: Moderate, and sometimes strenuous exertion required, including crawling, stair climbing of many flights, lifting and carrying or handling of up to 50 pounds for 30 minutes. Work in confined areas, hazardous atmospheres and in protective garments. May work in conditions, which require exposure to noise, noxious odors, gases, and contact with wastewater.

Certificates/Licenses: Possession of a current Grade 4 CWEA Collections System Operator certification or the ability to receive one within one year of appointment. Possession of a valid Class C California Driver's License.