

COLLECTION SYSTEM FIELD SUPERVISOR

DEFINITION

Under direction, supervises the day-to-day work of one or more assigned crews and routinely performs any combination of tasks involved with inspection, construction, repair, and preventative, corrective and emergency maintenance of sanitary sewers, lift stations and related structures, and performs other duties as assigned.

EXAMPLES OF DUTIES

Performs maintenance work and supervises one or more crews in the safe performance of preventative, corrective and emergency maintenance of sanitary sewers; responds to service requests; unclogs mainline stoppages, and keeps records on sewer line cleanings and state of existing problems with the Collection System; reports incidents of leakage in a timely and appropriate manner; repairs mainline breaks, replaces broken pipe and reconnects pipe sections; operates power rodder, jet truck, backhoe and TV equipment; conducts periodic inspections and performs routine maintenance and minor repairs to wastewater pumping stations and equipment; keeps daily logs and records on equipment; writes MSDS reports; makes reports to the supervisor and provides technical assistance and prescribes work methods and safety procedures to assigned personnel. Writes, reviews and modifies safety and operating procedures and ensures adherence to same; participates in the evaluation of subordinate personnel; prepares estimates and performs other written work associated with the supervision of a maintenance crew; writes required reports and processes invoices. Keeps written and computerized records of repairs and maintenance personnel in the general maintenance of equipment and Collection infrastructure of the Department of Water and Wastewater Resources. May inspect installation of new sewer lines, laterals and related structures; and study blueprints and specifications preparatory to inspection of construction project. May be required to work under adverse conditions. May act in the capacity of the Collection and Distribution System Manager in his/her absence.

MINIMUM QUALIFICATIONS

Knowledge of: The method, materials, tools and equipment used in the safe installation, construction, repair, maintenance and operation of a Collection System and components; supervisory methods and techniques; project scheduling and management; technical training methods; principles of operation and maintenance of

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pumps, motors and related equipment, occupational hazards, necessary safety precautions, and principles of accident prevention.

Ability to: Plan, schedule and control the maintenance activities of Collection System equipment and facilities; effectively schedule, supervise, train and evaluate work of assigned personnel; ensure that safe work practices are followed; maintain records for maintenance, inventory control and personnel scheduling; locate, detect and correct sewer stoppages; read simple manuals, diagrams, profiles, specifications and blueprints; carry out and transmit oral and written instructions; make arithmetic calculations involving fractions, decimals and percentages; use CRTs, PCs and computer-based data systems; demonstrate a high degree of mechanical aptitude, work in adverse weather conditions which often involves exposure to wind, rain and cold temperatures; work in atmosphere which often involves noxious odors, noise, gases, contact with wastewater, and risk of bodily injury; perform heavy manual labor involving lifting, carrying, kneeling, crawling and climbing; report to work at any time during an emergency; report back to work to respond to after hour call backs and adhere to Standby Duty Procedures; 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.

Experience: Minimum of three years experience in the field of collection system maintenance and construction work, or general pipeline construction.

Physical Requirements: Moderate, and sometimes strenuous exertion required, including sustained walking, standing, bending, climbing and lifting

Education: Graduation from high school or equivalent.

License: Possession of a valid Class B California Driver's License with a Tank Endorsement (including acceptable driving record). Possession of a Wastewater Collection System Maintenance Certificate Grade III issued by the California Water Environment Association, or ability to obtain Certificate within 12 months of appointment.

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