



7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668

Approved By: District Manager
Date: 8/23/2018

JOB DESCRIPTION

COLLECTION SYSTEM SUPERINTENDENT

DEFINITION

Under general supervision of the District Manager the Collections System Maintenance Superintendent directly supervises and coordinates activities for the Collection Systems Workers. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The position requires a maintenance Grade IV certificate issued by the California Water Environment Association (CWEA) and a valid Class B California Driver's License with airbrake and tanker endorsement.

SUPERVISION EXERCISED

Directly supervises and coordinates activities for the Collection Systems Workers staff. Carries out any supervisory responsibilities in accordance with the District's policies, procedures, and applicable laws.

IMPORTANT AND ESSENTIAL DUTIES

- Plans, organizes and implements, through a subordinate staff of skilled and semi-skilled personnel, all work in connection with the maintenance, operation and repair of the District sewer system.
- Assigns, schedules and supervises crews, reviews work as required.
- Participates in the hiring, evaluating, coaching and counseling of staff.
- Organizes, conducts and reviews scheduled training of maintenance staff in the areas of equipment operation, maintenance safety and District procedures.
- Ensures all documentation of safety procedures and maintenance activities is properly prepared in a timely and efficient manner.
- Ensures that all safety regulations are enforced.
- Develops, maintains and implements goals, objectives, policies and procedures.
- Directs the inspection, testing, operation and maintenance of District pump stations.
- Ensures that maintenance crews implement proper traffic control procedures in the conduct of their work.
- Researches collection system issues; prepares reports and recommendations for improvements of collection system.
- Investigates complaints from general population in the Stege service area and prepares reports of findings and recommendations.
- Participates with District Manager in a variety of meetings concerning overall District operations.
- Participates with representatives of other agencies/public to discuss and give or receive information on maintenance issues.
- Performs inspection work, as required.
- Occasionally perform duties of staff members in their absence.
- Occasionally operate sewer cleaning equipment.
- Understand and interprets maps of the District's sewer collection system, and works with engineering staff to insure that maps are accurate and updated.
- Continuous heavy labor and moving and positioning equipment weighing up to 150 lbs., such as manhole covers.
- Ascend/descend steep, uneven and narrow surfaces and continuously move and positioning self in and around sewer systems.
- Being on standby after normal business hours and weekends for a minimum of 7 days per month.
- Work within District safety guidelines.
- Mark locations of underground sewer systems as related to underground service alert notifications as assigned.

OTHER JOB RELATED DUTIES

- Ability to interact with others (co-workers, supervisors, subordinates, vendors, contractors, members of the public) in a professional manner.

- Ability to accept constructive criticism from co-workers, supervisors, and subordinate employees.
- Ability to recognize the need for assistance or clarification, and the ability to seek such assistance or clarification as needed.
- Ability to work independently as needed.
- Ability to handle work-related stress in a professional manner.
- Ability to prioritize assignments and meet deadlines.
- Ability to arrive at work as scheduled and to work hours as scheduled.
- Ability to handle stressful situations with District customers in a calm and professional manner.
- Ability to work outside of normally scheduled hours, when necessary.
- Perform other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

Skill to:

- Operate a motor vehicle safely.
- Operate a variety of power driven equipment and sewer cleaning machines.
- Operate common hand and power tools.
- Operate equipment used in sewer maintenance, cleaning and inspection.

Ability to:

- Perform heavy manual labor; ascend/descend fences, and move hoses uphill and downhill.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Understand and interpret street maps.
- Review, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Safely and effectively operate tools and equipment used in the maintenance and repair of sewer collection systems and related facilities.
- Communicate clearly and concisely, both orally and in writing.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of total experience performing maintenance work, preferably in sewage collection system utilizing heavy equipment and power tools. One (1) year of supervisory experience.

Education: High School diploma or equivalent.

Licenses and Certifications: Valid California class "B" drivers license with airbrake and tanker endorsement and compliance with Stege driving standards. Continued maintenance of the valid Class B California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment. Maintenance Grade IV certificate issued by the California Water Environment Association (CWEA).

Possession of, or ability to obtain, within a one (1) year period or two testing dates of appointment, a Grade I,II,III level certificate in Collection System Maintenance issued by the California Water Environment Association.

This position is subject to the requirements of the Department of Transportation (DOT) Regulations for random drug and alcohol testing.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must pass both a commercial driver's license physical, pre-work screen test and a respiratory protection medical examination.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently move and position objects weighing up to 150 pounds, such as manhole covers. Incumbents must ascend/descend ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions. The noise level in the work environment is usually loud.