

WASTEWATER COLLECTION SUPERINTENDENT

DEFINITION

To plan, organize and direct the activities of wastewater collection operations section within the Environmental Utilities Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Wastewater Utility Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Utility Manager.

Exercises direct supervision over assigned supervisory and technical and maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for wastewater collection and recycled water activities; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in wastewater collection and recycled water distribution operations, and related construction and maintenance activities.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, materials, and supplies; monitor and control expenditure.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Direct wastewater collection operations, including related construction/maintenance and recycled water system distribution activities; conduct site inspections on a periodic basis or as required by circumstances to ensure compliance with standards and regulations; direct and oversee compliance with regulations governing wastewater collection systems and recycled water distribution systems.

## Wastewater Collection Superintendent

- 2 -

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public works facilities construction and maintenance related to wastewater collection and recycled water distribution systems.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

#### Ability to:

Organize, implement and direct wastewater collection and recycled water distribution operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent wastewater utility and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

## Wastewater Collection Superintendent

- 3 -

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Five years of increasingly responsible experience in public works utility construction and maintenance, including two years of supervisory responsibility.

#### Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in construction technology, environmental practices, or a related field. Two years of related work experience can substitute for an Associate's Degree.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license by date of appointment.

Possession of a California Water Environment Association Grade IV Collection System Maintenance certificate by date of appointment.

06-24-20

04-15-06

02-02-99

01-08-98

07-01-97

04-24-97

10-01-88 Utility Maintenance Superintendent

03-01-84 Water/Wastewater Systems Supervisor

07-01-79 Water and Sewer Superintendent

01-10-78 Water/Sewer Maintenance Supervisor

10-30-73

11- -72 Water & Sewer Maintenance Supervisor

05-13-70 Water/Sewer Maintenance Supervisor

-65

-64 Water/Sewer Service Foreman