JOB DESCRIPTION

Coachella Valley Water District  Date: July 2007

TITLE: Collection Systems Supervisor  SECTION: Sanitation

DEPARTMENT: Operations  SRN: S19

REPORTING RELATIONSHIP:

Reports to: General Supervisor
Supervises the following positions: Collection Systems Crew Chief, Collection Systems I, II, III, and Trainee

DEFINITION: Under general direction plans supervises and oversees the operation and maintenance of the Districts Sanitation Collection system.

ESSENTIAL FUNCTIONS:

1. As Collection Systems Supervisor, sets priorities and assigns collection system projects needing inspection, installation, maintenance or repair.

2. Working with Wastewater Treatment Plant Operations staff, operates the collection system to effective collect wastewater ensuring that flow requirements at the Treatment Plant are met while avoiding any Sanitary Sewer Overflows.

3. Prepares budget estimates and cost estimates of material and equipment requirements

4. Drives District vehicle to job sites to monitor the progress and completion projects. Reviews project with Crew Chief and offers technical advice when required.

5. Works effectively and cooperatively with public agency representatives and contractors.

6. Tactfully and courteously works with customers. Responds and follows through on problems in a timely manner.


8. Directs emergency repairs and operations when required.

9. Enforces District safety practices and procedures as they apply to collection systems.

10. Fills in for General Supervisor in their absence.

11. Provides training, counseling, and performance reviews to employees to ensure adequate job performance.
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12. Attends workshops and seminars to maintain current technology and maintenance procedures.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

And


Education/Experience: High School diploma or equivalent is required. Any combination of training and experience that would meet the minimum qualifications is qualifying. A typical way to obtain the required knowledge and abilities would be to have at least ten years of experience working with a sanitation collection system with at least two years at the level of Collection Systems Crew Chief.

Possession of an AA degree in a related field can be substituted for two years experience.

Possession of a BS or BA degree in a related field can be substituted for four years of experience.

Knowledge of:

-Sanitary Sewer Overflow Response methods and procedures.
-Flow measurement and water quality sampling techniques.
- Procedures of Inspection, installation, maintenance and repair sanitation collection systems.
- Rules, regulations and policies affecting the collection system
- Pipe materials and their relationship to collection systems.
- Principles of supervision and training.
- Principles of budgeting and cost control
- Local geography.
- Safe working practices and procedures as mandated by the California Division of Industrial Safety and Cal OSHA
- District safety policies and programs.
- District policies and procedures.

Abilities:

-Plan, organize and supervise the assigned group of workers.
-Analyze work problems and identify solutions which will facilitate the completion of assignments.
-Operate a computer workstation.
-Train, develop and evaluate assigned crews.
-Communicate effectively using oral and written instructions.
-Prepare and maintain records, logs and reports using a computer.
-Use professional customer service skills when working with the public.

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-Work cooperatively with others.

PHYSICAL REQUIREMENTS:

1. Drives a District vehicle to the job sites including over rough terrain. Driving: moderate.

2. Uses a two-way radio to communicate.

3. Works in extreme weather conditions including wind, heat and rain. May work in areas containing fumes, dust, chemicals and vapors.

4. Works holidays, weekends, stand by, and emergency call outs as required.

See Human Resources for physical assessment form.