JOB DESCRIPTION

Coachella Valley Water District  Date: July 2007

TITLE: General Supervisor  SECTION: Sanitation

DEPARTMENT: Operations  SRN: S21

REPORTING RELATIONSHIP:

Reports to: Sanitation Superintendent
Supervises the following positions: Collection Systems Supervisor and Crew Chief

DEFINITION: Under general direction, plan, organize, supervise and coordinate the operation, maintenance, construction and installation activities of the Collection system.

ESSENTIAL FUNCTIONS:

1. 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.

2. Provide guidance to the Collection Systems Supervisors and Collection Systems Crew Chiefs in the prosecution of their work.

3. Supervise, plan, direct and organize the work of the Collection system personnel.

4. Meets with management and supervisory staff to discuss planning and progress of work assignments. Review problems in procuring equipment and staff for job assignments. Reviews work costs, equipment and material requisitions.

5. Drives District vehicle to job sites to inspect completed work assignments.

6. Reviews, counsels, and evaluates employee job performance. Trains personnel on department standards and job duties. Reviews time cards, work requests, and leave applications and issues approval.

7. Establish good public relations with customers, public agency officials, vendors, and contractors.

8. Prepares and maintains accurate records, logs, and reports.

9. Enforces District safety policy and procedures. Insures equipment and tools are used in a safe manner.

10. Assists in budget preparation for the Collection Systems division.

11. Attends workshops and seminars pertaining to collection systems.

APPROVED
Job Description
Date: 7/19/07
HR [Signature] Dept. [Signature]
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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

A Collection Systems Grade IV certification from the California Water Pollution Control Association.

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 Supervisor.

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.
- Work cooperatively with others.
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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, and emergency call outs as required.

See Human Resources for physical assessment form.