

## **Position Description**

### **City of Brewer**

**Class Title: Collection Systems Supervisor**

**Department: Environmental Department**

#### **General Purpose**

Oversees routine sewer and stormwater collection systems operation and maintenance. Performs, supervises and reports all operation and maintenance on the sewer and stormwater collection systems, and assist the Environmental Department Director in the financial administration.

#### **Supervision Received**

Works under the general direction of the Environmental Department Director.

#### **Supervision Exercised**

Supervise and coordinate operation and maintenance activities of the sewer and stormwater collection systems and system personnel.

#### **Essential Duties and Responsibilities**

Schedule, supervise, record and report all sewer and stormwater conveyance systems preventive and corrective maintenance activities.

Perform periodic sewer and stormwater systems inspections.

Perform digsafes and sewer lateral inspections.

Respond to sewer and stormwater complaints, investigate and report on incident.

Assist in the preparation of reports for local, state and federal agencies.

Evaluate and implement systems preventive maintenance measures.

Develop new and improved practices as related to systems staff.

Inspect systems to determine efficiency of operation and maintenance requirements.

Maintain an inventory of safety supplies for system operators.

Review and update Systems Safety Policies and Operation and Maintenance Plan.

Train operator in safety procedures.

Attain and evaluate price quotes from vendors and contractors on parts, equipment and outside projects.

Generate of work orders, distribution, record keeping and follow up as it relates to Systems Preventive Maintenance Program.

Perform related work as required.

### **Desired Minimum Qualifications**

A) Six years of collection systems operation and maintenance experience.

B) Any equivalent combination of education and experience.

C) At least 2 years of collection systems related supervisory experience.

D) A New England Grade 2 Collection System license or the ability to get a Grade 2 license within one year of employment.

### **Necessary Knowledge, Skill, Ability**

Expressed desire to assume management responsibilities and functions.

A thorough knowledge of supervisory and communication skills.

Ability to plan, organize, direct and coordinate work of a diversified nature.

Thorough knowledge of operation and maintenance of sewer and stormwater collection systems.

Thorough knowledge of all safety practices related to collection systems.

Ability to work with little or no supervision.

Ability to make difficult decisions correctly.

Ability to maintain an effective work relationship` with Facility employees, other departments, and the public.

Ability to effectively communicate with regulatory, sewer users and City officials, both orally and in writing.

### **Special Requirements**

A) Clean Driver license

B) Extensive computer experience, preferably in Microsoft Windows Based Program.

C) Willingness to work as a Team Leader and Member of a Team.

D) Class B Driver License

E) Complete a Field Study Program- Operation and Maintenance of Wastewater Collection System- Sacramento Course within one year of employment.

F) Working knowledge of Geographic Information System (GIS) Mapping, Global Positioning Systems (GPS) and cloud based mobile data collection systems (Fulcrum).

#### **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, a variety of lab equipment, all required safety equipment, and PPE required of any specific tasks being performed.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests such as Pre-employment may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Supervisor

Approval: \_\_\_\_\_

Appointing Authority

Effective Date:

Revision History:

