

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Collection System Supervisor

DEFINITION

Under general direction plans, organizes, directs and supervises the operations and maintenance of the District's wastewater collection system within the Operations Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater/Recycled Water Manager. Exercises direct supervision over assigned technical and maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the operation and maintenance of the District's wastewater collection systems; implements policies and procedures; ensures compliance with regulatory and safety requirements.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the operation and maintenance of the District's wastewater collection systems including the construction, repair, and inspection of pipelines and related collection facilities and the operation and maintenance of lift stations.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Completes and submits spill reports required by the State of California; responds to emergency situations and takes appropriate action ensuring regulatory authorities are notified.

Receives and responds to customer complaints, concerns, and inquiries; develops cost estimates per customer request.

CLASS TITLE: Collection System Supervisor

Coordinates with District departments and divisions on the installation and modification of the collection system, lift stations and related facilities.

Participates in the development of technical operational reports and documentation.

Supervises lift station installation and upgrades; assists with design, repair and modifications.

Coordinates work activities with outside local and State agencies.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of operating and maintaining a complex wastewater collection system. Equipment, tools and materials used in the operation and maintenance of a wastewater collection system. Principles and practices of supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

Skill/Ability to:

Organize, implement and direct wastewater collection operations/activities. Interpret and explain pertinent local, State, Federal, District and department rules, regulations, policies and procedures. Assist in the development and monitoring of an assigned program budget. Effectively resolve and respond to customer complaints and questions. Review and understand construction specifications. Develop and recommend policies and procedures related to assigned operations. 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. 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.

Experience and/or Education:

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

CLASS TITLE: Collection System Supervisor

Experience:

Four years of increasingly responsible experience in the operation and maintenance of a complex wastewater collection system; including two years providing technical and functional supervision over assigned personnel.

Education:

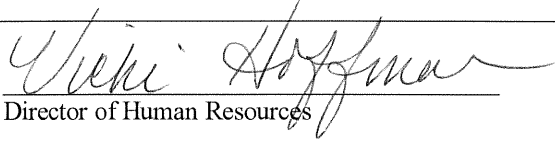
Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of, or ability to obtain, a Class A California Driver's license.

 Director of Human Resources	<u>4/17/12</u> Date
Established: 08/18/2009 Revised: 04/17/2012 FLSA: Exempt Unit: Safety	