

	Job Classification:	Senior Supervisor Distribution/Collections
	Representation:	SEIU Local 1021 Union
	Wage Schedule Range:	22
	FLSA:	Non - Exempt
	Effective Date:	August 2007
	Revision Date:	February 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision, plans, organizes, directs, oversees and personally performs full-range skilled-level work in support of District activities related to the operation and maintenance of equipment, facilities and related appurtenances as found in potable water production, treatment and distribution systems and wastewater treatment plants, pump stations and related facilities; ensures that all federal, state and local regulatory requirements are met; and performs other duties as assigned.

This class oversees day-to-day maintenance and scheduling, and participates in all activities required to ensure that District operating systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include performing work in plant operational and maintenance areas, depending upon the immediate needs of the District. This may include water and wastewater treatment plant maintenance and basic maintenance in all locations of the District. The work involves program development and implementation, assistance in contract oversight and ensuring that the District meets all regulatory agency requirements, and assisting in obtaining required equipment and materials.

Supervision Received and Exercised

General supervision is given by the Director of Operations or other management position as assigned. Direct supervision is provided by this position to Senior Distribution and Collections Worker group and may be given to other staff reporting to those positions as immediate needs warrant.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Assists in developing and implementing goals, objectives, policies, procedures and work standards for programs related to the operations and maintenance of the District's water and wastewater treatment plants.
- Plans, prioritizes, assigns, supervises, schedules, and reviews maintenance activities and the work of crews operating, maintaining and repairing such systems, facilities and equipment as water and wastewater treatment plants and related facilities.
- Trains staff in work procedures; evaluates work performance of assigned staff; and recommends disciplinary action as required.
- Inspects water and wastewater treatment facilities on a regular basis; receives and responds to calls regarding problems from businesses, public agencies, homeowners and residents and others; and prepares, prioritizes and assigns work orders.
- Troubleshoots problems in water and wastewater treatment plants, mechanical and electrical equipment; and estimates materials and supplies required and performs skilled repair work.
- Mitigates spills and other damage; and reports such incidents to the proper regulatory agency as required by law.
- Prepares a list of small construction and repair projects and works closely with Department management in the prioritizing, contracting, and inspection of such projects.
- Directs or personally participates in the inspection, cleaning, and repair of water and wastewater treatment facilities, including mechanical and electrical equipment.
- Researches and recommends equipment purchases; and orders materials and supplies required for maintenance and repair activities.
- Maintains accurate records of work performed.
- Prepares, updates and submits reports in a timely manner to the Director of Utility Services.
- Oversees and/or maintains accurate records and files related to the operations, maintenance and repair of the water and wastewater treatment facilities.
- Performs the full range of Distribution Work Group Leader and Maintenance Work Group Leader duties, such as water and wastewater treatment plant operations and maintenance, as required.
- Assists in annual budget preparation and tracking of monthly expenditures, especially involving the Small Equipment Replacement Program.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.

- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- The operation, cleaning and preventive maintenance of activated sludge wastewater treatment and disposal facilities and equipment, as well as water production, treatment and distribution facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Basic mechanical, electrical and hydraulic principles.
- Basic principles and practices of public agency contract oversight.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Basic chemical and physical tests of wastewater, sludge and related materials, as well as, potable water.
- Math skills necessary to perform the work.
- Computer applications related to the work.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Maintaining and repairing a variety of wastewater collection and treatment facilities equipment.
- Maintaining and repairing a variety of water production, treatment and distribution facilities and equipment.
- Selecting, training, motivating, supervising and evaluating the work of staff.
- Providing for the training of staff in work procedures.

- Recognizing and correcting unusual, inefficient or dangerous operating conditions.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Reading a variety of gauges, charts and meters, recording data accurately and making appropriate process adjustments.
- Ensuring that safety procedures are followed by staff.
- Interpreting, explaining and administering laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Meeting critical deadlines regarding field activities and record generation and submission requirements.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in a variety of settings.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- Education equivalent to graduation from high school
- Additional supplemental education in supervisory or business coursework is desirable.
- Fifteen (15) years of increasingly responsible experience in operating and performing routine maintenance to water distribution and/or wastewater collections systems, with three (3) years at a Senior Distribution or Collections level or equivalent.

Licenses and Certifications

- Valid California Class A Driver’s License issued by the California Department of Motor Vehicles with tank and brake endorsements.
- Backhoe certification
- California Distribution Grade 4 certification
- CWEA Collection Grade 4 certification

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.