



CITY OF BEAUMONT

WASTEWATER COLLECTIONS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the General Manager, assists in all areas of the Wastewater Department, oversees all aspects of wastewater conveyance system operations and maintenance; supervises and directs assigned staff; is responsible for managing the daily operations of the collection and conveyance system, maintenance on infrastructure such as cleaning of gravity lines, operation and maintenance of pump stations, inspection and testing of air valve assemblies; manage the productivity of the operations and maintenance department; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required

REPRESENTATIVE DUTIES *The following duties are typical for this classification. Incumbents 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 business needs and changing business practices.*

1. Recommend and implement goals and objectives; establish performance standards and methods for the operation and maintenance of the wastewater conveyance system and the maintenance of facilities and fleet; develop and implement policies, procedures and metrics.
2. Evaluate operations and maintenance activities; implement improvements and modifications; prepare various reports on operation and maintenance activities.
3. Direct and supervise safe and effective operations and maintenance of wastewater collection system and staff.
4. Supervise assigned employees including direct work, conducting performance evaluations, coordinating training, and implementing hiring, discipline and termination procedures.
5. Collaborate with colleagues on projects and development and implementation of policies and procedures.
6. Perform installation, maintenance, repair, cleaning and inspection of wastewater and storm water conveyance lines and pump stations, manholes and connections.
7. Operate backhoes, dump trucks, loaders, compressor jackhammers, hydro rodder vacuum units in the course of repair.
8. Operate video camera equipment in investigation of lines.
9. Maintain wastewater and storm water conveyance line maintenance records.
10. Contact members of the public regarding problems and potential stoppages.
11. Demonstrate a full understanding of wastewater and storm water conveyance line inspection and maintenance procedures and work methods.
12. Read maps and engineering drawings for location of wastewater and storm water conveyance lines.
13. Investigate line stoppages and associated problems.

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14. Resolve minor repairs as needed.
15. Operate a variety of tools and equipment relevant to the operation and maintenance of wastewater and storm water conveyance lines.
16. Operate lift stations and other equipment.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of wastewater collection and conveyance systems, including best practices, procedures, methods, materials, tools, equipment, and supplies as applicable.

Understanding and use of heavy equipment, vehicles, power tools, and hand tools utilized in the maintenance of wastewater collection system, pump stations, and related appurtenances.

Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance.

Principles and practices of facilities and fleet management.

Principles and practices of supervision, training, and performance evaluation.

Mathematics and calculations used in construction and wastewater industry.

Principles and procedure of emergency response preparedness.

Adept at using good personal judgement and discretion; remain calm in a crisis, emergency, and/or other stressful situations, and using discretion when handling and disseminating sensitive information.

Knowledge of wastewater and storm water conveyance system installation, inspection and maintenance safety procedures and methods associated with operating heavy equipment.

Knowledge of City's and the Department's policies and procedures.

Knowledge of applicable city, county, state and federal statutes, rules, regulations, ordinances, codes, administrative orders, and other operational guidelines and directives.

Ability to:

Make calibrated assessments and take required action(s).

Make assessments concerning wastewater and storm water conveyance system repair.

Read engineering drawings and maps.

Perform heavy physical labor.

Understand and carry out oral and written instructions and communicate these instructions to others.

Instruct in and ensure safety methods and procedures as appropriate for construction job sites and conveyance system maintenance and repair.

Establish and maintain effective working relationships; communicate clearly and courteously with the City's internal and external customers.

Ability to work with minimum supervision.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Must Possess a valid Collections System Maintenance Grade III issued by the California Water Environmental Association at the time of hire.

Must be able to obtain a valid Collections System Maintenance Grade IV issued by the California Water Environmental Association within 36 months of date of hire.

Possession of a CWEA Collections System Maintenance Grade IV and/or Mechanical Technical Grade I is highly desirable.

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Experience:

Five years of increasingly responsible wastewater collections experience.

License or Certificate:

Must possess a valid California Class B Driver's License and maintain possession of such license during the course of employment.

Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS: *The conditions herein 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 job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 50 pounds. Incumbent must be willing to work shift work, including nights, weekends, holidays and on call as needed.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.