



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

WPC Collection System Supervisor

Department: Water Pollution Control

Reports to: WPC Superintendent

Pay Grade: H13

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The WPC Collections System Supervisor supervises the maintenance, operations, and employees of the Water Pollution Control collection systems to ensure the City meets federal, state, and all applicable standards for its wastewater discharge permit.

The job requires knowledge of the operation and maintenance of sanitary sewage collection equipment and systems. These systems include the pump and lift stations, collection lines, operating equipment, vehicles, and the monitoring, reporting, and alarm systems.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The job supervises the Collection System Operators and Engineering Technician. A Wastewater Collection Operator IV License is required.

The work environment includes an office and public building that may include exposure to hazardous chemicals, sewage treatment equipment, and noisy and/or loud equipment. It includes working outdoors in adverse weather conditions and hazards involving the use of power tools and equipment which subjects the employee to mechanical and electrical hazards, moving vehicles, heavy equipment, and traffic hazards. The job requires operating vehicles, including a truck and tanker trailer.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the maintenance and operation of the Water Pollution Control collection system and employees including, but not limited to, pump and lift stations, collection lines, operating equipment, vehicles, and monitoring, reporting, and alarm systems, ensuring the system operates safely and in compliance with federal, state, and other applicable regulations.

Reviews and analyzes daily system operating data to ensure the system is operating efficiently, safely, and in compliance with standards.

Prioritizes and makes maintenance and repair assignments, ensuring adequate employee and equipment resources are available. Ensures adequate inventory of repair/replacement parts and equipment is available, including ordering inventory stocks.

Ensures work is done in compliance with safety procedures and protocols.

Supervises maintenance and repair of vehicles, including specialized equipment.

Hires, trains, schedules, assigns duties, evaluates, and disciplines employees.

Coordinates the response to emergency Sanitary Sewer Overflow (SSO) incidents, including consulting with affected residential, retail, and/or industrial users. Serves as contact person at SSOs, assisting the City legal department and insurance adjuster to determine responsibility for the incident, i.e., city vs. user responsibility.

Consults with and provides input to developers, engineers, and other interested and affected parties on proposed and ongoing system additions, construction, and upgrades. Provides input to City planning, development, engineering, and other affected agencies on effects of proposed residential, commercial, and industrial developments.

Coordinates with contractors to ensure newly constructed sanitary sewer lines are compliant with all applicable codes.

Analyzes and prioritizes proposed system improvements, additions, and upgrades to meet budget restrictions.

Maintains operating, maintenance, alarm and response, safety, and incident documents, records, and logs. Prepares and submits periodic reports as required to demonstrate compliance with federal, state, and other agency requirements and standards.

Assists in design of new lift and pump stations.

Supervises other Department employees in the absence of their supervisor.

Participates in public education programs, including plant and facility tours and community events.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of the maintenance and operation of the Water Pollution Control collection system and employees;
- Methods, techniques, and objectives of data collection, monitoring, application, and safety procedures and protocols;
- Methods, techniques, and objectives of maintaining pumps, cleaning and inspecting sanitary sewer lines using specialized equipment, and maintaining pump and lift station buildings and grounds;
- Employee supervision, training, and evaluation methods, techniques, and objectives, including disciplinary actions;
- Basic building trades including plumbing, carpentry, painting, and related skills;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of heavy equipment, power tools, and hand tools;
- State, local, and other applicable building, safety, and health codes and regulations;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise the operation and maintenance of the Water Pollution Control collection system and employees;
- Supervise and operate sanitary sewer specialized maintenance, cleaning, and inspection equipment;

- Supervise the operation, maintenance, repair, and replacement of pumps, pump and lift stations, and related systems, including plumbing and electrical;
- Implement safety procedures and protocols;
- Maintain records, documents, and logs and prepare periodic reports demonstrating the system's compliance with federal, state, and other applicable standards and requirements;
- Prepare plans for system expansion, upgrades, and modifications to meet City growth projections;
- Operate hand tools and power equipment;
- Operate motorized equipment including, but not limited to a motor vehicle, backhoe and bobcat;
- Operate a personal computer;
- Read and interpret technical manuals, blueprints, maps, and diagrams;
- Supervise, train, evaluate, and discipline employees;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Class IV Wastewater Collection Operator License*;
- Class A CDL*;
- Five (5) years' experience in a related field is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 80 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The WPC Collection System Supervisor position requires a Class A CDL within six (6) months of hire. The position also requires a Class IV Wastewater Collection Operator License within eighteen (18) months of hire date. Failure to acquire these certifications by the established date will violate the terms of the position and will result in layoff from the position.