



**Tuolumne Utilities District
Job Description**

POSITION:	Collections Superintendent	DEPARTMENT:	Operations
REPORTS TO:	Operations Manager	DIVISION:	Collections
PAY RANGE:	52	FLSA Status:	EXEMPT
INCUMBENT:		DATE PREPARED:	November 2018

Summary:

Under general direction this single position class plans, organizes, directs and coordinates the activities and personnel of the division including the operations, repair, construction and maintenance of the District's collections systems, and related facilities and preventative maintenance programs to ensure efficient operations of the collections systems; administratively oversees, directs, plans, schedules, and supervises the operation and maintenance of the collections systems, and the implementation of the District's Sanitary Sewer Management Plan ensures regulatory and reporting compliance as the District's Legal Reporting Officer (LRO); performs regular assessment of the division's system(s) to make appropriate recommendations to the Operations Manager for the development of the collections systems capital improvement plans and prepares the division's budget.

Successful performance will require providing an assortment of services to the District by conducting studies, managing and coordinating contracts of outside consultants and contractors, developing recommendations for policies, procedures, and action, inclusive of overseeing projects, programs, and agreements, acting as liaison for the District with a variety of private and public organizations and regulatory agencies.

Supervision Received and Exercised:

Receives general direction from the Operations Manager. Exercises direct supervision over assigned personnel and coordinate and oversee the activities of vendors, contractors and/or subcontractor selected for individual projects, and general supervision may be exercised to administrative or support staff as assigned. May have lead responsibilities over multidisciplinary teams for a specific task or project.

Essential Job Functions (Illustrative Only): - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Supervise, plan, schedule, organize, manage, and evaluate the training and day-to-day work review, regulation, and maintenance of all collections systems, pumping, and facilities to meet federal, state, and local government requirements and customer needs.
- Supervise, plan, prioritize, assign and direct the work and hours of work of subordinate employees, appraise employees' performance, develop performance improvement plans,

recommend step increases, promotions or other changes in status; handle complaints and resolve grievances or work disputes, discipline employees.

- Develop, plan, prioritize collections maintenance activities according to standards and best management practices for emergency and non-emergency repairs and maintenance.
- Assist the Operations Manager in the establishment and implementation of operating policies and procedures.
- Assist the Operations Manager in developing and administering the annual department budget. Communicate priorities and conflicts pertaining to technical and material requirements regarding activities on District facilities, equipment, and machinery.
- Provide for the safety and security of employees, and ensure compliance with District and governmental safety policies, procedures, and regulations; including but not limited to, the MOU with the Union, Personnel Policy, the Injury and Illness Prevention Program and other safety programs.
- Participate regularly in meetings with the Operations Manager and other supervisors to discuss department activities, personnel performance, work assignments, progress, and planning.
- Plans and implements daily work schedules, ensuring that equipment and materials are available and as to minimize impact to District facilities and customers.
- Oversees all preventative maintenance operations and plans maintenance and repair activities to minimize impact to District facilities and customers.
- Identifies and monitors the department staff's certification, education and training requirements, and makes recommendations where gaps or opportunities exist.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve conflicts.
- Provides technical guidance and supervision to staff on system operations and maintenance.
- Supervises the care and maintenance of vehicles, tools and equipment.
- Develop, approve and track collection system workorders to ensure timely repair.
- Orders supplies, equipment and materials for system operations and maintenance activities and recommends purchase of major equipment.
- Maintains records and prepares a variety of reports and recommendations related to systems activities and operations.
- Ensures compliance with District and governmental policies, procedures, rules and regulations, regulatory reporting, including all safety standards.
- Evaluates existing collection system operations and maintenance procedures and recommends new procedures or modifications to increase operational efficiency.
- Oversees the District's Sanitary Sewer Management Plan.
- Coordinates the repairs and maintenance of pumps and pressure regulating equipment and ensures that preventative maintenance is performed as scheduled.

- Oversees the Underground Service Alerts (USA) activities.
- Performs other related work as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Federal, state and local rules and regulations, reporting and compliance requirements, as they pertain to the collections systems, operations and maintenance.
- Current District policies including, but not limited to, the MOU, Personnel Policy, IIPP as they relate to the effective management of division personnel.
- Principles of supervision, training, performance evaluations and effective personnel management.
- Rules and regulations pertaining to handling, storage, and disposal of hazardous and toxic materials and waste.
- Operation and application of Microsoft Office products (Excel, Word, Outlook, PowerPoint).
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.
- Safe operation of, and use of, a wide variety of light, moderately heavy, and heavy power-driven equipment.
- Principles and methods of sewer collection, measurement and recording equipment and standard water quality test.
- Procedures, materials, tools, and equipment required for maintaining, sewer mains, lift stations, interceptors, and related facilities.
- Calculation of water flow and capacity, techniques and practices of regulation of water flows.
- Development, implementation and training of sanitary sewer overflow (SSO) prevention and response plan to include assessment, volume estimations, clean-up response, regulatory notification and customer notification/information.

Responsibility to:

- Report any safety risks or hazards or any work assignment that you feel would require you, or the employees you supervise, to perform the work in an unsafe manner.
- Meet requirements, responsibility and accountability as Legal Reporting Officer.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Operating equipment safely and properly and utilizing proper personal protective equipment.

- Acknowledging the use of safeguards by other employees. Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and supervisor).

Skill/Ability to:

- Supervise and lead in a manner that fosters a work environment that is professional, courteous, and respectful, and that is free of insubordination, dishonesty or harassment of any kind.
- Actively and genuinely support District management to include the District's mission, management goals and objectives. Understand District policies (i.e. MOU, Personnel Policy, safety, etc.) in order to effectively manage and evaluate department staff.
- Assist in the contract procurement and management of capital improvement and maintenance projects.
- Organize work, manage and set multiple priorities, meet deadlines, and complete projects and assignments independently and on time.
- Plan, organize, schedule, train, evaluate and supervise personnel directly and through subordinates.
- Establish and maintain effective working relationships with other superintendents, subordinates, the public, and other public and private agencies.
- Evaluate maintenance and operations needs of assigned systems, develop alternatives, provide technical advice and recommendations, and implement effective courses of action.
- Plan, develop and administer an annual department budget.
- Prepare clear, accurate and complete records and reports to meet required filing deadlines; organize, maintain and update records, files and logs; perform data entry and word processing accurately and expeditiously.
- Perform algebraic and geometrical calculations and metric conversions.
- Read, interpret, and implement procedures, regulations, and policies as established and required by regulatory agencies. Assess the condition and maintenance requirements of department facilities and determine the most appropriate method of repair with minimal impact to customers.
- Use, and supervise the use of, a variety of hand and power tools with skill and safety.
- Read and interpret road maps, piping and/or system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos, and messages.
- Resolve potential employee grievances and work disputes prior to formal grievance procedure.
- Make sound decisions based on experience and working with others.
- Perform relatively complex repairs, often exposed to inclement weather conditions.
- On a continuous basis, know and understand all aspects of the job.

- Participate in the recruitment of and recommend to Operations Manager or Human Resources Director the selection of full-time and temporary staff in accordance with fair and legal hiring practices. Coordinate or conduct staff training.

Physical Demands:

The physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members, the public, other public agencies and contractors; ability to sit; stand; kneel; bend; squat; walk; climb and negotiate uneven terrain; ascend and descend steps, ladders and embankments; lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow and ice to more than 100 degrees F. Work in confined work spaces and at heights, such as ladders.
- Inside: Work performed in areas that are frequently without temperature controls.
- Fumes/Gasses: Exposure to vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.
- Noise/Vibration: Exposure to generators.

Education and Experience Requirements:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would be:

Education/Certification/License:

- High school diploma or general education degree (GED).
- Must possess a valid Class B California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must possess a valid Grade 4 Collection System Maintenance certification issued by the

California Water Environment Association (CWEA).

- Must possess or obtain within six (6) months of appointment, a PACP, LACP, MACP certification.
- Education as required to obtain and retain all of required certifications.

Special Testing:

Drug/Alcohol Testing: This position is subject to drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991, under the administration of the Federal Department of Transportation.

Experience:

Minimum of five years of progressively responsible experience in the operations, maintenance and construction of collection systems of comparable size and complexity, including two years of supervisory responsibility.

Work Hours:

The regular business hours of the District are 7:00 AM to 4:00 PM. It is recognized that this employee must devote a fair amount of time outside the normal business hours of the District, and to that end may be allowed to establish an appropriate work schedule with the prior approval of the Operations Manager. The schedule shall be appropriate to the needs of the District and department and shall allow for the assigned duties and responsibilities to be performed faithfully.

I agree to adhere to the requirements stated in this job description.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____