



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd

San Rafael, CA 94901

(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Senior Maintenance Supervisor	Range 26: \$6,582-\$8,400 per month (FY11-12)	Jul 1, 2011	2.1
NOTES	The Senior Maintenance Supervisor position was created and approved on July 29, 2009.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

The Senior Maintenance Supervisor is a lead position of the Maintenance Supervisor class and will report to the Maintenance Superintendent. This position requires a highly-motivated individual who has knowledge of the District's wastewater collection system, pump stations and related appurtenances. The Senior Maintenance Supervisor will direct, lead, and personally perform a variety of tasks related to the maintenance, cleaning, and repair of the District's wastewater collection system, pump stations, and related appurtenances. This position will have responsibility for regularly leading a crew and has specialized responsibilities such as enforcement of the District safety regulations. This position may be required to assist/perform employee appraisals and to determine the proper execution of emergency response to service calls by all crews. The Senior Maintenance Supervisor is required to become a Legally Responsible Official registered with the State of California.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general supervision:

- Direct, lead, ensure correct use of equipment, and personally perform a variety of tasks related to the construction, repair, cleaning and inspection of the District's wastewater collection system, pump stations, and related appurtenances:
- Remove blockages and obstructions from sewers.
- Accurate location/marketing of District Mains.
- Installation and repair of sewer pipe.
- Perform heavy manual labor.
- Enter confined space areas following strict safety precautions.
- Drive pickup trucks, dump trucks, hydroflushers, rodders, and other District vehicles.
- Setup and operation of District equipment and machines, both power and manual, utilized in the maintenance and repair of the District's collection system, pump stations, and related appurtenances.
- Perform routine and preventative maintenance on vehicles, equipment, machines, and tools utilized in the maintenance and repair of the District's collection system, pump stations, and related appurtenances.
- Perform a variety of routine grounds maintenance and building cleaning, including but not limited to cleaning and disinfecting houses flooded with sewage.
- Cut and break concrete and asphalt surfaces using an air compressor and related tools, paving saws and cement saws.
- Use shoring equipment in accordance with all regulations.
- Set up barricades and warning signs for traffic control and safety.
- Utilize proper safety precautions and District procedures related to all work performed.
- Evaluate problems and recommend solutions.
- Perform a variety of duties and responsibilities required to maintain and repair pumping and lift stations, and related appurtenances.
- Schedule work assignments of crews.
- Review work schedule with District Superintendent and obtain approval of work schedule.
- Coordinate work and use of vehicles with other crews.
- Lay out materials needed to perform scheduled work
- Keep accurate work records, and prepare material requisitions and reports of completed work.
- Coordinate vehicle inventory each morning ensuring that the vehicle is serviced, cleaned and replenished each evening.
- May assist other agencies from time to time in removing blockages and obstructions from storm drains.
- Enforce proper use of all safety equipment, practices, and overall safety policies, regulations, and procedures; and report unsafe conditions and practices.
- Perform standby, emergency duty, on-call, and overtime work which may include evenings, weekends, and holidays.

- Assist in planning, organizing, directing, and reviewing a variety of personnel actions, including performance evaluations, selections, dismissals, training, transfers, and disciplinary measures.
- Instruct Maintenance Supervisors regarding work assignments and procedures.
- Coordinate work activities and establish work priorities with other Departments.
- Assist in injury and accident investigation.
- Assist in planning, developing, and monitoring the District Safety Program.
- Conduct field inspections to check for quality and quantity of work performed, procedures, and equipment usage.
- Direct overflow cleanup, working with Risk Management where appropriate. Take samples of results of overflows in watershed area affected by spills.
- Check on customer complaints; take necessary action in emergencies.
- Meet with representatives of other agencies and with the public regarding sewer maintenance problems.
- Assume responsibility for tools and equipment within the Maintenance Department.
- May act as the Maintenance Superintendent in his/her absence.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS

At least five years experience in wastewater collection systems maintenance or equivalent, of which at least 18 months of said experience was obtained during employment with Ross Valley Sanitary District.

Equivalent to the completion of twelfth grade, preferably supplemented by supervisory training courses.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Class "A" California Motor Vehicle Operator's license at the time of application and maintain a valid license throughout employment.

Must maintain insurability under the District's vehicle liability insurance coverage.

Must possess a valid Grade II Collection System Maintenance Certificate issued by the California Water Pollution Control Association at the time of application.

Must acquire a Grade III Collection System Maintenance Certificate issued by the California Water Pollution Control Association within two years of appointment to the position.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting, Standing, Walking
- Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb
- Lifting up to 50 pounds
- Both large and fine hand movements
- Be able to distinguish color
- Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials
- Plan, organize, manage and coordinate the work activities of a group of skilled and unskilled workers.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinates.
- Prepare correspondence and technical reports which are complete, clear and concise.
- Learn and observe all appropriate safety precautions as required by the District.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Analyze operations, maintenance and repair problems; and develop sound and effective solutions and course of action.
- Develop a cohesive and positive team environment within work crews.
- Respond to emergencies on an on-call basis, as needed.
- Other requirements as necessary or directed.