



Ross Valley Sanitary District Operations Supervisor

DEFINITION

Under general direction, the Operations Supervisor coordinates and supervises an assigned field crew performing inspection work on District's wastewater collection system to ensure that construction and maintenance tasks and projects are assigned, monitored, and completed; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisor level responsible for supervising, evaluating, and assisting in disciplinary actions for an assigned field crew.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a higher-level manager. Provides direct supervision to others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following:

- Plan, prioritize, and review the work of an assigned field crew including directing work, conducting performance evaluations, coordinating training; implementing hiring, and discipline and termination procedures.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Communicate status of work to Operations and Maintenance Manager and crew members as appropriate.
- Ensure compliance with safety regulations and proper use of all safety equipment, practices, policies, and procedures.
- Ensure delivery of safety training of department staff.
- Prepare and maintain records, reports, and documentation required by regulatory agencies and District policy.
- Manage procurement, inventory, and allocation of materials; contact vendors and ensure compliance with District fiscal policies.
- Perform quality assurance and quality control measures.
- Develop and implement operational procedures.
- Provide customer service to residents; take lead role in customer relations.

- Input, interpret, and analyze CCTV and CMMS data; manage database.
- Operate GPS unit.
- Coordinate fleet maintenance.
- Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders and analyze data and prepare reports.
- Keep up to date with industry practices and standards.
- Perform other duties as assigned.

Specific Condition Assessment Supervisor Duties:

- Perform skilled and complex tasks related to condition assessment, CCTV inspection and coding pipe of District's wastewater collection system and related appurtenances.
- Input, interpret, and analyze CCTV and CMMS data; manage database.
- Oversee emergency preparedness related to Condition Assessment crew functions.

Specific Pump Station Supervisor Duties:

- Performs skilled and complex tasks related to predictive maintenance and repair of District's pump stations and related appurtenances.
- Manager Pump Station Emergency Response program and training.

Specific Repair Supervisor Duties:

- Perform skilled and complex tasks related to excavation, repair, and installation of District wastewater collection system, and related appurtenances.
- Coordinate with and support Lateral Replacement Program.
- Obtain and manager permits.

Specific Line Maintenance Supervisor Duties:

- Performs skilled and complex tasks related to the assessment, cleaning, and maintenance of the Districts' wastewater collection system and related appurtenances.

REQUIREMENTS

Knowledge

- Principles and practices of supervision.
- Time management and project management.
- Principles and practices of wastewater collection system repair and installation.
- Depending on assignment, use and maintenance of heavy equipment, pump stations, vehicles, power tools, and hand tools utilized in repair and installation of District's wastewater collection system, and related appurtenances.
- Depending on assignment, principles of electrical and instrumentation operations.

- Safety regulations, standards and procedures in wastewater collection system repair and installation.
- Standard office equipment, computers, and hardware and software.
- Mathematics and calculations used in construction and wastewater industry.
- Proficient in use of Microsoft Office Suite software, including intermediate Access and Excel, SQL, and computer software used in wastewater industry.

Skills and Abilities

- Supervising, training and coordinating field crews.
- Effective verbal and written communication skills including public presentation skills.
- Maintaining work records, analyzing data, and preparing reports.
- Performing all tasks related to maintenance, cleaning, and repair of District's wastewater collection system and related appurtenances.
- Troubleshooting equipment malfunctions and problems.
- Providing customer service and emergency response.
- Reading and interpreting maps, construction drawings, and blueprints.
- Recognizing and mitigating hazards encountered in the course of work.
- Proficient in modern Computerized Maintenance Management System (CMMS) as it relates to wastewater collection systems.
- Operating field computers, desk computers, and other standard office equipment.
- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- High School Diploma or GED or equivalent.
- Five years of experience in wastewater collection system maintenance, repair and operations in public agency or private sector.
- Supervisory training and two years of leadership experience.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations are required:

- Collection System Maintenance Grade III Certificate from California Water Environment Association at the time of entry into the position; must renew and maintain certification.
- Confined Space Entry Certification.

- Must possess a valid California Commercial Motor Vehicle Class “A” Driver’s License with Airbrake and Tanker Endorsements.
- Must have a satisfactory driving record and continue to meet District vehicle liability insurance company driving standards
- Excavation Training for Competent Person Certification.

Failure to maintain these standards may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

PRE-EMPLOYMENT REQUIREMENTS

Possession of a CA Commercial Class “A” Drivers’ License requires Department of Transportation drug testing and a physical examination.

FLSA Status: Non-exempt
 Bargaining Unit: Represented, AFSCME Local 2167
 Approved by: Ross Valley Sanitary District Board of Directors
 Date: September 18, 2019