

City of Imperial Beach
POSITION DESCRIPTION

Title: Sewer Supervisor
Department: Public Works
Division: Sewer

GENERAL PURPOSE

Under general direction, to plan, schedule, supervise, and implement the inspection, maintenance, repair, and replacement of sewers and pumping stations; to make repairs to pump station mechanical and electrical systems, electronic controllers, standby generators and a wide variety of mechanical equipment at pump stations; to supervise a public works crew in the inspection, repair and maintenance of such systems and equipment.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

General directs the Wastewater Division Employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, organizes, supervises, schedules, and inspects the work of the wastewater division; directs and assists the work of a crew in the inspection, maintenance and repair of wastewater collection and transfer systems and recommends repair, replacement, and construction upgrades; prepares wastewater collection system reports; tracks and verifies wastewater flow; supervises and assists in correction of pump station mechanical and electrical malfunctions; initiates testing for gasses, odor, and hazardous materials; ensures continuity in the flow of work and material; selects, trains, assigns, reviews, supervises, disciplines, and prepares performance ratings of assigned employees.

Explains policies, procedures, and objectives of the division to staff by written directive and oral communications; determines equipment, material and personnel needs; prepares and administers wastewater division budget; resolves work problems; coordinates work with other departments and private contractors; investigates and resolves complaints; operates city vehicles and equipment; responds to wastewater system malfunctions after working hours; and performs related work as required.

PERIPHERAL DUTIES

Perform related duties and responsibilities as requested or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying background is working and supervisory level experience performing pump, compressor, valve, controller and sewer pipe repair; and four (4) years of increasingly responsible experience in the installation, maintenance, repair, and operation of high voltage electrical systems and instrumentation, both AC and DC.

KNOWLEDGE OF

Knowledge of proper methods, materials, tools, and equipment used in construction, installation, repair, and maintenance of wastewater collection systems; principles of supervision and training; recordkeeping, inventory control, and ordering supplies; operation and maintenance of equipment used in wastewater system maintenance activities of the division; budget development and administration; basic public relations principles and techniques; applicable codes and regulations and, the professional standards of the field; appropriate safety precautions and procedures.

ABILITY TO

Ability to plan, organize, and schedule wastewater system maintenance and construction activities; plan, lay out, assign, schedule, supervise, and evaluate the work of crews engaged in wastewater collection system maintenance and construction activities; collect and analyze data and develop sound conclusions and recommendations; prepare clear and concise written and oral reports; work from plans, sketches, schematics, and technical manuals; make accurate mathematical calculation of limited complexity; exercise good judgement in the selection of materials; maintain time and materials records; use electrical and pneumatic plans, diagrams, and manuals.

SPECIAL REQUIREMENTS

Valid state driver's license and the ability to obtain within 90 days of employment a valid Class B California Drivers License.

TOOLS AND EQUIPMENT

Motorized vehicles for driving purposes; any tools and equipment appropriate to wastewater management activities; personal computer, including Microsoft for Word, and Excel programs; calculator; copy and fax machines; telephone; mobile or portable radio.

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.

Work is performed mostly in outdoor settings.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl; talk or hear, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate to loud.