

APPROVED FEBRUARY 1993

**CITY OF WATSONVILLE**

**Job Title:**      **Collection System Manager**      **DESCRIPTION**

**OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under direction, to plan, schedule, coordinate and supervise the collection system crew in the maintenance, operation, construction and repair of the City's sanitary and storm water collection systems, and to participate in wastewater maintenance and operations functions as needed; to be responsible for purchasing, budget preparation, and expenditure controls for the collection system; to perform a broad range of complex maintenance and repair assignments on the collection systems and lift stations; to represent the City's collection system with the community. This job class functions at a full supervisory level of classification.

**ESSENTIAL FUNCTIONS**

- To assist in the long range planning for collection system improvements, master plan preparation, and capital improvement program.
- Plans, organizes, and supervises the operations, maintenance and repair of the City's collection system and pumping systems including sanitary sewers, storm drains, sewage and storm water pumping stations
- Establishes work schedules and work priorities
- Prepares and implements capital improvement plans
- Develops preliminary budget and controls expenditures within approved budget
- Has the responsibility for the inventory and purchasing of supplies and equipment
- Oversees the establishment and implementation of a comprehensive preventative maintenance program
- Monitors activities to insure compliance with safety regulations, performance and operations standards and other city, state and Federal policies and procedures
- Assists in update of collection system master plan
- Contacts and coordinates with outside contractors for services needed
- Maintains records and prepares reports on collection system related activities
- Responds to questions and complaints from public relating to division activities and explains City or departmental policies; consults with staff to resolve technical operational or personnel problems
- Has responsibility for employee training and work evaluation
- Insures the proper accounting of time, materials and equipment for various projects
- Responds during off hours to emergencies related to division activities
- Works weekends or holidays when required
- Serves on an on-call status on a rotating basis to respond to collection system problems during

off hours

- Performs a variety of complex maintenance, repair and equipment operations
- Oversees and conducts inspections of collection lines to identify needed repairs and maintenance
- Reviews the design specifications and plans for sewer related projects for conformance to City standards
- Assists in the coordination of sewer construction projects
- Oversees the construction of sewer improvement

### **OTHER RESPONSIBILITIES**

- Performs related duties similar to the above in scope and function as required

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- methods, tools and equipment used in collection system, inspection, maintenance and repair
- lift station inspection, maintenance and repair
- state and Federal standards and requirements for collection systems and lift stations
- principals of supervision and training
- work scheduling
- safe working conditions and principals
- construction methods, procedures, and equipment
- inventory and budget systems and fiscal control
- personal computers and related software

#### **Ability to:**

- plan, organize, coordinate and direct the operation, preventative maintenance and equipment repair functions of the collection systems and lift stations
- provide supervision, training and work evaluation for assigned staff
- plan, organize, and direct capital projects within collection system
- read blueprints and/or construction drawings
- draft a budget and control expenditures
- effectively communicate both verbally and in writing
- wear self-contained breathing apparatus
- order and maintain adequate inventory of supplies and equipment
- meet the physical requirements necessary to safely and effectively perform essential functions
- establish and implement work safety programs
- perform a wide variety of complex inspection, maintenance and repairs to the collection

systems and lift stations

- establish and maintain effective and cooperative working relationships with City departments and the general public
- maintain First Aid and CPR certification

**Possession of:**

- a valid California Class A Driver's license (or must be obtained within six (6) months of employment), including a safe driving record
- Grade I state Water Resources Control Board operator's certificate is desirable

**Special Requirements**

- must obtain a CWPCA Grade I Collection System Maintenance certificate within 18 months of hire. A Grade III Certificate is desirable.
- within one year of date of hire or at the end of probation, residence must be established within a 30-minute response time to the Wastewater Treatment Plant.

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school graduation or GED equivalency
- Two years experience as a sewer maintenance field crew leader or similar position with one year of supervisory responsibility