

## ASSISTANT SUPERINTENDENT - WASTEWATER COLLECTION

### NATURE OF WORK

This is responsible technical work supervising, coordinating and directing crews engaged in providing customer services, programmed maintenance and repair of a large wastewater collection system with 1025+ miles of collection system lines, manholes, siphon crossings and structures and 14 lift stations.

Work involves responsibility for planning, assigning and supervising a number of subordinate staff and work crews engaged in sanitary sewer maintenance, rehabilitation, reconstruction and repairing; infrastructure and asset management; and cleaning activities. Work requires professional and technical knowledge of all phases of wastewater collection system construction pipelines, siphons, structures and pumping systems maintenance including methods, equipment, programs and personnel requirements. Work is usually performed with considerable independence as to methods and procedures of operation with assignments and general instructions being received from the Superintendent of Wastewater Collection. Work and progress is reviewed through operating reports and procedures and achievement of strategic plan objectives and performance measures, or is discussed in detail through conferences with the Superintendent of Wastewater Collection. An employee of this class may assume the responsibilities of the Superintendent of Wastewater Collection in his or her absence. Supervision is exercised over a group of skilled and semi-skilled subordinates.

### EXAMPLES OF WORK PERFORMED

Assists in the supervision, management, planning, organization and scheduling of the wastewater collection system maintenance and repair programs.

Manages, supervises and coordinates preventative cleaning maintenance program, internal TV inspection; evaluation asset management program, construction rehabilitation and repair programs to ensure uninterrupted sanitary sewer service to customers of the system.

Performs field visits and reviews work locations on a regular and frequent basis to review and inspect maintenance work and construction of capital improvements programs, both in progress and on completion.

Assists in developing and monitoring employee technical skills, proficiency and safety training programs for subordinate staff; performs personnel management responsibilities including employee performance evaluations and disciplinary actions if necessary.

Assists Superintendent of Wastewater Collection in identifying and recommending capital equipment and material replacement needs for annual budget and six-year replacement programs and develops supporting documentation and cost estimates for budget requests.

Assists superintendent of wastewater collection in developing, managing, and maintaining the Wastewater Collection Capital Improvement Program, operational budget, computerized Carte'Graph and GIS asset management database programs.

Investigates and responds to requests, questions and complaints concerning sanitary sewer services and initiates proper corrective measures; coordinates and directs assistance from Wastewater Collection system construction repair crews, maintenance crews, internal TV inspection crews, private contractors and other personnel as necessary and required for performing preventative and corrective maintenance.

Supervises and schedules maintenance of equipment; prepares purchase requests for necessary materials and equipment for operation and maintenance of system and programs; and monitors and controls annual operational budget expenditures.

Supervises field employees engaged in customer service, customer complaint investigation, jetting and flushing sewer mains and periodic maintenance of lift stations and other treatment facility structures.

Communicates and coordinates with contractors or their representatives in reference to sanitary sewer system repair, replacement and maintenance projects.

Assists other sections within the Division or Department in completing special projects when requested.

Provides guidance to project managers, construction inspectors and observers, developers, consulting design engineers, and contractors engaged in the construction of collection systems and capital improvement projects funded by the Wastewater Division.

Interacts with other City departments regarding other repair and maintenance needs and requirements as needed.

Performs related tasks and work as required and requested by management and immediate supervisors.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the various services rendered to customers by large wastewater collection and pumping systems.

Considerable knowledge of the principles and practices of wastewater collection, pumping, and transportation system maintenance repair and related construction techniques.

Considerable knowledge of the materials, equipment, procedures and methods used in cleaning and maintenance of wastewater systems.

Considerable knowledge of the hazards and necessary safety procedures to be utilized for performing sanitary sewer repairs and cleaning, root control, internal TV inspections and construction repair maintenance, including trench excavation safety and confined space entry methods and requirements.

Considerable knowledge and understanding of computers and computerized collection system records keeping systems, including GIS systems and asset management systems.

Ability to develop and prepare clear and concise reports and maintain records of maintenance activities in written and computerized formats.

Ability to read and interpret engineering drawings and specification of wastewater collection and pumping systems, and other utility networks and proposed construction projects affecting the system.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to interpret and apply rules, regulations and policies, and to make decisions in accordance with established precedents.

Ability to represent the City and Wastewater Division in various repair and maintenance projects and activities.

Ability to understand and effectively carry out both verbal and written requests, directives and orders of a complex nature.

Ability to establish and maintain effective working relationships with City officials, other Departments, contractors, co-workers and the general public.

Ability to supervise, direct, plan, organize, coordinate, schedule, assign and evaluate the work of skilled and semi-skilled subordinates in complex and difficult work activities.

Ability to communicate effectively both orally and in writing.

Ability to understand and effectively carry out both verbal and written requests and orders of a complex nature.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by at least two years college level or technical school course work in construction technology, civil engineering, technology, environmental sciences, and considerable experience in the operations, construction, repair and maintenance of large wastewater collection pumping systems, water distribution or other utility systems, plus supervisory experience in construction and maintenance.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in the operations, construction, repair and maintenance of large wastewater collection systems and facilities and some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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