

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Collection System Supervisor</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>BH55</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

To manage, plan, direct and coordinate the activities of sewer inspection, rehabilitation, flow and capacity modeling, repair and cleaning to provide an effective and efficient wastewater collection system.

SUPERVISION:

Under the general supervision of the Superintendent of Sanitary Services; supervises a substantial number of employees including temporary, contract and regular personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, directs and coordinates a prioritized system of wastewater collection system operation, including TV inspection, rehabilitation, repair and cleaning based on analyses of records and reports of sewer stoppages.
1. Develops, maintains and administers policies relating to work schedules, crew size, equipment type, etc., to improve effectiveness and efficiency of sewer maintenance activities. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
2. Develops and implements a safety program for sewer maintenance personnel including, but not limited to, scheduled training sessions, job site inspections, safety equipment usage and requirements, etc.
3. Recommends budget for sewer maintenance activity, including responsibility for short and long range planning of sewer maintenance activities and programs.
4. Implements the Capacity, Management, Operations and Maintenance (CMOM) program and maintains the program to improve the management, organization and efficiency of the Collection System Operation.
5. Assists in selection, development, and motivation of personnel to perform and work as a team to meet the goals of the collection systems.
6. Oversees program to conduct flow monitoring and measurement throughout the collection system and to perform hydraulic flow modeling to increase information about existing flows, Infiltration/Inflow, residual capacity and system needs.
7. Coordinate maintenance and updates of GIS sewer mapping system with Information Systems and its links with the collection system work management system (Hansen).
8. Implement and maintain Hansen work management system to inventory sewer system, collect historical data, scheduling preventive maintenance, and documenting repair work. Coordinate information available from GIS and videotape with computerized work management system.
9. Deals with public extensively as required by sewer maintenance activity.
10. Prepares and maintains required records and reports.
11. Coordinates activities of outside contractors during installation of new facilities and performance of specialized maintenance.

IMPORTANT FUNCTIONS:

1. Attend meetings, conferences, and training sessions in order to keep up with new equipment and techniques and for professional development.
2. Travels to various sites in and around the Urban Services Area, as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of sewer construction and techniques of sewer inspection, rehabilitation, repair and cleaning and of hydraulics in pipes.

Abilities

Ability to effectively manage a maintenance program encompassing all phases of maintenance activity related to wastewater collection systems and lift stations; learn and appropriately apply State laws and regulations related to wastewater collection; facilitate and supervise the work of maintenance personnel using self-directed work team concepts; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; exercise discretion, utilize sound independent judgment and make responsible decisions and recommendations regarding matters of significance; read and interpret plans and specifications, schematics, pump curves, engineering drawings and equipment specifications; follow oral and written instructions; utilize necessary computer applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates, vendors, outside agencies and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Environmental or Civil Engineering or related discipline, plus at least three years related work experience. Additional work experience in the field of sewer maintenance and supervisory management may be considered as substitution for formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull, lift and carry up to approximately 25 pounds; hold and grip objects. Possesses ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated; subject to electrical, chemical and toxic waste hazards associated with equipment, testing and sampling; subject to fumes and odors; may be subject to extreme noise; may be subject to extreme weather conditions during outdoor activities.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5382
Comments:	Updated Abilities	Date: 6/21/2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____