



Range: SG-15
FLSA: Non-exempt
Date: November 5, 2020
Position Type: Safety Sensitive

WASTEWATER CHIEF COLLECTIONS OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise, assign and review the work of staff responsible for the daily operations of the City wastewater collection system; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Wastewater.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS: *Essential and other important responsibilities and duties may include, but not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the daily operations and maintenance of the City wastewater collection system; perform as operator in direct responsible charge; oversee contractors, vendors, and consultants working on sewer mains and laterals, pump/lift stations, odor control processes, TV inspection, cleaning, and vactoring service.
2. Assist in the development and implementation of goals and objectives; implement and enforce approved policies and procedures.
3. Implement work schedules and assignments for providing wastewater conveyance services; identify resource needs, including, but not limited to, parts inventory and process chemicals; review needs with Director and appropriate management staff; allocate resources accordingly.
4. Participate in the selection of wastewater technical staff.
5. Participate in the preparation and administration of the wastewater collections budget; submit budget recommendations; monitor expenditures.
6. Ensure wastewater system operation compliance with state, federal and local environmental laws, codes and regulations.
7. Interface with Supervisor Control and Data Acquisition (SCADA) system in collection system operations and monitoring.
8. Assure the quality of materials, equipment, facility, procedures and operations; perform corrective repairs or actions as needed.
9. Maintain a variety of files and records regarding wastewater collections system operations and maintenance.
10. Prepare analytical and statistical reports on operations and maintenance.

11. Encourage and facilitate an environment of team building efforts and problem solving of work-related issues by employees.
12. Provide or coordinate staff training; assist employees to correct deficiencies.
13. Advise in the development of capital improvement projects in the collections system.
14. Assist in the development and/or revision of CMOM and Emergency Response Plan for wastewater collections.
15. Responsible for all safety policies and procedures in the wastewater collection system.
16. Perform employee performance evaluations and provide input for improvement.
17. Responsible for addressing wastewater concerns on the collection system.
18. Interface with the public in a professional and responsive manner.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater.
20. Perform related duties and responsibilities as required.
21. Respond to emergency situations, with the ability to employ appropriate response measures to protect public health and safety.

QUALIFICATIONS:

Knowledge of:

- Operations, maintenance, services, and activities of a wastewater collections program.
- Principles of supervision and training.
- Modern and complex principles and practices of sewer conveyance systems.
- Pertinent state, federal, and local laws, codes and regulations.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Supervise, train, and implement work schedules for staff responsible for daily operations and maintenance of the wastewater collection system.
- Use basic office computer programs such as Microsoft Outlook, Word, Excel, and other software for monitoring and/or analyzing collection system flows and pump station operations, including mobile applications.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with city officials, other employees, the public, and outside agencies.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Respond to emergency situations, with the ability to employ appropriate response measures to protect public health and safety.
- Provide on-call coverage on a rotational basis, as assigned, and report to afterhours incidents within 30 minutes.
- Read and interpret technical maps, manuals, drawings, blueprints, schematic, and diagrams.
- Work safely in confined spaces with hazardous materials.
- Wear OSHA required personal protective equipment, including respirators.
- Safely oversee operations of and/or operate equipment such as trucks, tankers, tractors, vactor,

hoists and related heavy equipment.

- Perform in adverse weather conditions and exposure to toxins associated with wastewater.
- Walk and work on rough terrain.

EXPERIENCE AND TRAINING GUIDELINES--*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Five years of increasingly responsible experience in wastewater collections, including one year of supervisory or lead responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by training in wastewater collection systems.

License or Certificate:

Possession of a grade III wastewater collection certificate issued by the Arizona Department of Environmental Quality.

Possession of a grade II wastewater treatment certificate issued by the Arizona Department of Environmental Quality.

Possession of, or ability to obtain within two months of hire, a valid Arizona CDL driver's license.

WORKING CONDITIONS

Environmental Conditions:

Wastewater collection system environment; exposure to noise, grease, smoke, fumes, gases, electrical energy, biological hazards; work in or with water; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light to moderate lifting; standing, walking or sitting for prolonged periods of time; operating motorized equipment; gaining access in and out of treatment facilities; general manual dexterity.