

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Wastewater Collection Supervisor	<i>Pay Grade:</i>	SM-7
<i>Department:</i>	Utilities-WWC	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Utilities Building/Field	<i>Reports to Position:</i>	Field Superintendent
<i>Effective Date:</i>	July 26, 2018		

JOB SUMMARY

Under general direction inspects equipment to ensure signaling and safety equipment is operable, checks for proper fluid levels, reports major equipment malfunctions to superintendent, operates various pieces of equipment to complete repair and construction; gathers materials, equipment and tools needed to perform tasks; ensures that crews have necessary safety equipment/items and are properly utilizing safety equipment and proper safety measures; supervises and coordinates work crew, make work assignments for workers and oversees installation and repairs; resolves minor work related problem and performs additional tasks in support of the department as needed or upon request.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Checks fluid level in vehicles and equipment and inspection to ensure proper and safe operating condition
- Ensures vehicles/equipment/tools are cleaned/maintained at the end of each working day
- Ensures that safety equipment is on each vehicle and is in proper working condition
- Reports vehicle/equipment malfunctions to superintendent for repair by shop mechanics
- Receives instruction on assignments from superintendent and directs crews accordingly

- Trains crews on proper use of equipment and tools in performance of tasks
- Resolves minor work related problems and counsels employees as needed
- Advises superintendent of employee performance and disciplinary matters
- Equipment operation to include mower, string trimmers to cut grass/vegetation; backhoe to transport heavy debris, dig holes or repair or install pipes or sewer mains; dump truck to deliver dirt or other materials to worksite; vac truck to clean sanitary sewer lines; crane truck to install sewer pipe
- Sanitary sewer pipe laying/repair
- Ensures asphalt is appropriately cut when under road repairs are needed and that asphalt cuts are properly prepared for repaving
- Ensures work crews leave the work site as it was prior to work beginning including replacement of sod in areas damaged during repair of sanitary sewer lines
- Perform post repair inspection to ensure repair has maintained
- Monitor lift stations and troubleshoot issues with lift station/pulling pump malfunctions
- Repair and maintain flow monitors
- Collect data from flow monitors for billing purposes
- Notifies warehouse of need to order large quantities of material used repairs
- Completes work order upon completion of a job and forward to the dispatcher
- Ensures crews have positioned traffic control measures around worksite
- Ensures that crews have and are properly using all safety equipment in performing tasks when working in roadways, trenches or other areas
- Investigates citizen complaints of sanitary sewer related issues and relays finding back to superintendent

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma, GED or demonstrated level of proficiency

Experience

Previous experience in commercial laying of sanitary sewer lines

Previous supervisory experience

Licenses or Certifications Required

ADEM Grade IC Wastewater Certification (obtained within one year of hire, grade assignment of SM-6 until certification is obtained)

Class B CDL

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Sanitary sewer systems including lift stations
- Proper installation/repair of sanitary sewer pipe
- Various types of pipe including PVC, ductile iron and concrete
- Asphalt cut/repair
- Policies and Procedures of the City of Phenix City and Wastewater Collection division of the Utilities Department

Ability to:

- Operate various equipment including but not limited to mowers, backhoes, vac truck, dump truck, crane truck
- Read and comprehend operator manuals, directives, gauges, indicators and construction plans
- Prepare work orders and similar non-complex forms
- Communicate with individuals of various races, backgrounds and educational levels
- Perform various mathematical calculations
- Exercise judgement and make decisions, particularly in tasks involving safety of self or other and efficiency of operations

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will primarily be outdoors with exposure to extreme heat, Cold, inclement weather condition and raw sanitary sewage

Physical Demands: See accompanying page for details

Key Working Relationships: Employees of the wastewater collection division, Utilities Field Superintendent, Engineering Department employees

APPROVAL/ACKNOWLEDGEMENT

_____	<u>Utilities Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – WASTEWATER COLLECTION SUPERVISOR

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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LIFT/CARRY				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs		X		

PUSH/PULL				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs			X	
51-75 lbs			X	
76-100 lbs		X		

MOVEMENT				
Bend/Stoop/ Twist			X	
Crouch/ Squat			X	
Kneel/Crawl			X	
Reach Above Shoulders		X		
Reach Below Shoulders		X		
Repetitive Arm Use			X	
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping			X	
b) squeezing			X	
Climb Stairs/Ladder			X	
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

EQUIPMENT USE & OPERATION				
Motor Vehicle				X
Heavy Equipment (Backhoe, dump truck)			X	
Large Apparatus (Fire Truck, Street Sweeper)			X	
Small Equipment (Mower)		X		
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR				
Machinery				X
Electricity			X	
Power Tools			X	
Impact Tools	X			
Chemicals		X		
Fumes			X	
Heights	X			

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty				X
Excessive Noise			X	
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	2
Stand	3	7
Walk	1	2

Additional Considerations (including clarification of any of the above)