CLASS SPECIFICATION

WASTEWATER COLLECTIONS SYSTEMS SUPERVISOR

DEFINITION

Under supervision, operate, service, and maintain Washoe County’s wastewater collection systems, including lift stations, in accordance to industry standards; supervise, assign, review, and participate in the work of staff responsible for providing wastewater collection system maintenance and repair services; and perform related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of increasingly responsible experience in the maintenance, repair, and installation of wastewaters collections to include one year in a supervisor or lead worker capacity; OR an equivalent combination of certification, training and experience.

LICENSE OR CERTIFICATE

Possession of a valid Class A Commercial Driver's License (CDL) with an endorsement for hazardous materials is required at the time of application.

Employees in this class are subject to drug and alcohol testing under the following conditions: reasonable cause, post accident, random, return to duty, and follow-up.

Must possess the necessary skills and experience to gain all Nevada State Wastewater Collection System Operators certifications in consecutive order up to and including level C-4 within three test cycles of being qualified to take each consecutive exam in order to continue employment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and support staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Routine maintenance of wastewater collection systems including: flushing of mains and manholes, cleaning lift stations, making repairs of manholes, rings, covers, etc.

Plan, prioritize, assign, supervise, and review the work of staff responsible for the maintenance and repair activities of collection systems infrastructure; organize work crews and projects to achieve goals of department.

Participate in the selection of assigned staff; provide or coordinate staff training; motivate and evaluate staff; work with staff to correct deficiencies; and implement disciplinary procedures when necessary.

Inspect infrastructures, mapping and measuring of new constructions, providing information to County GIS and Engineering; inspect work sites before, during and after completion of work assignments; ensure work is completed in a satisfactory and thorough manner.

Locate manholes and lines; record data of collection system.

Prepare reports of equipment usage, time, and materials.
Coordinate and receive delivery of water collections equipment and consumables; also prepare reports of equipment usage, time, and materials; record keeping, reports MP2, work orders, administrative duties, order supplies, etc.

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
Principles and practices of supervision.

The principles and procedures involved with operations, maintenance, and repair of wastewater collection systems.

Basic laws and regulations associated with wastewater collection systems.

Techniques, materials, tools, and equipment used in the maintenance and repair of wastewater collections systems.

Occupational hazards and standard safety practices.

Pumping stations, metering and sampling stations, and odor control stations.

**Ability to:**
Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Inspect, troubleshoot, operate and maintain all process areas of a wastewater collections system.

Maintain and prepare clear, concise, and accurate reports.

Operate a personal computer.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Review plans and specifications affecting the wastewater collection system in order to ensure proper installation of new infrastructure and proper maintenance of the existing wastewater collection system.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff, representatives of other departments, and others contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to frequently stand, walk, stoop, squat, crawl and kneel. Ability to lift and move objects weighing up to 80 pounds. Ability to work outdoors with exposure to chemicals, varying temperature and weather conditions. Ability to use office equipment including computers, copiers, telephone, and FAX machine. Must be willing to work on-call as needed.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*