



## **CITY OF CALEXICO**

### **CLASS TITLE: WASTEWATER SYSTEM SUPERVISOR**

**MONTHLY: \$6,364 - \$7,735**

**RANGE: S-39**

### **BASIC FUNCTION:**

Under the direction of the Public Works Director, organize, direct and participate in the maintenance, servicing and repair of lift stations and wastewater treatment facilities; inspect, maintain and repair City sewer and wastewater systems, lines and equipment; train and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Serve as chief operator of plant collection operations; oversee and assure smooth and efficient plant operations, sewage system functioning, maintenance, repairs, sample collections and work activities.

Perform specialized work involved in the maintenance, servicing and repair of lift stations and wastewater treatment facilities; assure safe and proper functioning of wastewater and sewage systems, lines, facilities and equipment; troubleshoot and diagnose problems and malfunctions.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established guidelines and procedures.

Operate, inspect and maintain sewage and storm water pump stations by activating and monitoring pumps; monitor wastewater plant equipment and review quality control records to assure safe and sanitary operations; identify and coordinate response to wastewater quality and treatment problems.

Lead and participate in the maintenance and repair of City sewer and wastewater systems, lines and equipment; inspect equipment and perform preventive maintenance; maintain proper and uninterrupted sewage flow of sewage to the wastewater treatment plant.

Inspect, clean, flush, unplug and remove obstructions from sewer lines; clean, maintain and service storm drains and pump stations; repair or replace gauges, pumps, filters, valves, controls, pipes, fittings and various other fixtures, parts and equipment; repair mechanical and electrical equipment.

Operate a variety of equipment including desiccators, IMHOF cone supports, meters, thermometers, balances, fume hoods, backhoes, dump trucks and hand and power tools.

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Drive dump trucks and other vehicles to haul and transport equipment, supplies and materials to and from project locations.

Prepare and maintain a variety of records, reports and files related to collection systems, lift stations, treatment and assigned activities.

Collect, transport and distribute wastewater samples in accordance with established requirements and procedures; test samples and compile and evaluate wastewater treatment data.

Communicate with City personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Estimate and assure adequate labor, equipment and material levels to meet project needs; work from sketches, diagrams, schematics and manuals.

Maintain plant and other assigned areas in a safe, clean and orderly condition.

Perform emergency maintenance work and assist other maintenance crews as assigned.

Remain on stand-by as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of operations and activities involved in the maintenance, servicing and repair of lift stations and wastewater treatment facilities.

Practices, procedures, methods and materials involved in the installation, cleaning, maintenance and repair of wastewater and sewer lines, systems and equipment.

Mechanical and piping systems including valves, line-ups, gauges and meters.

Proper operations of wastewater treatment plant equipment and instruments.

Requirements of maintaining wastewater treatment plant and related facilities in safe and proper working conditions.

Principles and practices of supervision and training.

Technical aspects of field specialty.

Oral and written communication skills.

Health and safety regulations and procedures.

Operation of hand and power tools and equipment.

Interpersonal skills using tact, courtesy and diplomacy.

Proper lifting techniques.

Basic record-keeping techniques.

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**ABILITY TO:**

- Organize, direct and participate in the maintenance, servicing and repair of lift stations and wastewater treatment facilities.
- Inspect, maintain and repair City sewer and wastewater systems, lines and equipment.
- Train and evaluate the performance of assigned personnel.
- Assure safe and proper functioning of wastewater and sewage systems, lines, facilities and equipment.
- Troubleshoot and diagnose problems and malfunctions.
- Operate, inspect and maintain sewage and storm water pump stations.
- Identify and coordinate response to wastewater quality and treatment problems.
- Observe health and safety regulations and procedures.
- Operate a variety of heavy and light equipment including various hand and power tools.
- Work independently with little direction.
- Plan and organize work.
- Perform heavy physical labor.
- Prepare and maintain a variety of records and reports.
- Work from sketches, diagrams, schematics and manuals.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by college-level course work related to wastewater and water treatment and two years experience at the level of a Wastewater Treatment Plant Operator II.

**LICENSES AND OTHER REQUIREMENTS:**

Collection System Maintenance Grade II certification.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Adverse weather conditions.
- Regular exposure to fumes and odors.
- Driving a vehicle to conduct work.
- Evening or variable hours and emergency call-out.

**PHYSICAL DEMANDS:**

- Standing and sitting for extended periods of time.
- Climbing ladders to inspect equipment.
- Dexterity of hands to operate assigned tools and vehicles.

Hearing and speaking to exchange information.  
Heavy physical labor.  
Seeing to perform repairs.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.  
Bending at the waist, kneeling or crouching.

**HAZARDS:**

Working around machinery having moving parts.  
Working at heights.  
Working in confined spaces.  
Exposure to methane gas, vapors and odors.  
Contact with raw sewage and associated toxic fumes.  
Infectious materials from wastewater.