

Oro Loma Sanitary District  
2655 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **COLLECTION SYSTEM MANAGER**

### **DEFINITION**

Under general direction of the General Manager, plans, organizes and directs the maintenance, cleaning and inspection of the District's sewer collection system and related facilities. This is an "at will" management position.

### **SUPERVISION EXERCISED**

Exercises direct supervision over field maintenance staff.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Plan, schedule, assign, direct, train, and assist employees engaged in the maintenance and repair of the District sewage collection system and its related equipment.
2. Plan, develop and coordinate a preventive maintenance program for regularly scheduled maintenance and special scheduled maintenance.
3. Investigate and inspect work by others where District collection system facilities may be damaged or otherwise affected.
4. Develop, audit, and update the sewer system management plan (SSMP) and act as legally responsible official (LRO) responsible for certifying SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS).
5. Maintain complete and accurate records of work, facilities, equipment, labor and materials; make periodic written and oral reports.
6. Assist in preparation of annual budget and capital improvement estimates.
7. Evaluate employee performance; inspect employees work to insure compliance with work directives and schedules.
8. Meet with the public in response to sanitary sewer complaints.
9. Investigate and report on complaints of ordinance violations.
10. Manage District insurance claims related to the collection system.
11. Meet with the public and explain District policies regarding the maintenance of the collection system.
12. Work with County Health Department representatives to resolve sewage-related complaints.

13. Recommend the purchase of equipment and supplies used by collection system crews.
14. Supervise and counsel employees and undertake disciplinary action when appropriate.
15. Participate in team efforts with other management employees to encourage and reward employee accomplishments.
16. Analyze and examine performance statistics and make recommendations regarding methods of improving unit effectiveness and customer service.

## **OTHER JOB RELATED DUTIES**

1. Inspect main sewer repair work done by private contractors as required.
2. Coordinate work of manhole adjustment with cities and county work forces during repaving or road reconstruction operations.
3. Inspect vehicles and equipment to insure that they are maintained in good condition and ready for use when needed.
4. Conduct training and safety meetings for collection system crews and perform “riding exercises” as necessary.
5. Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles of supervision, training and performance evaluation.
- Principles and practices of collection system maintenance and construction practices.
- Methods, materials and equipment used in collection system maintenance and repair.
- Occupational hazards of and general safety regulations related to collection system maintenance.
- Safe work practices.

### **Skill to:**

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

### **Ability to:**

- Meet respiratory requirements and use self-contained breathing apparatus (SCBA) when necessary in accordance with the District's Standard Procedure.
- Perform the full range of maintenance, cleaning and inspection duties.
- Implement appropriate safety procedures.
- Read and understand plans and profiles of sewer systems.
- Understand and carry out complex oral and written instruction.
- Schedule and supervise the work of others.
- Understand and apply maintenance techniques.
- Maintain accurate records and prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with subordinates and peers.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of experience in the maintenance of a sewer collection system including at least two years of supervisory or lead experience or 5 years supervisory experience in the technical trades.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance operations.

**License or Certificate:**

Possession of a valid California Class B driver's license, and a motor vehicle record which meets the District's Driving Standard Procedure No. I.E.5.

Possession of, or ability to obtain within two years of appointment, a Grade IV level certificate in Collection System Maintenance issues by the California Water Environment Association.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, domestic waste, mechanical hazards, and explosive materials; ability to distinguish color; availability for on call and stand by call.

**Effective Date:** June 1997