

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 550

WASTEWATER COLLECTION SUPERVISOR

GENERAL

Responsible for the administrative and technical work in the management of the operation and maintenance of the gravity wastewater system. Work is performed under general supervision of the Utilities Field Superintendent.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Allocates and assigns staff to specific jobs based on job requirements, staffing availability and to maximize efficiency of division.
- Supervises and inspects repair of existing gravity mains.
- Determines proper allocation of assets to perform TV inspections, grout repairs, and cleaning of wastewater system.
- Coordinates work with other City departments.
- Regularly conducts field inspections to ensure work performed meets or exceeds Departmental and/or industry standards.
- Responsible for verifying that staff adheres to appropriate safety policies.
- Reviews new project drawings for feasibility and provides comments regarding integration of new projects into existing wastewater system needs.

KNOWLEDGE SKILLS AND ABILITIES

- Through knowledge of the materials, methods, tools and equipments used in the maintenance and construction of a wastewater collection system as well as an understanding of lift stations and force main systems.
- Applicant must possess the ability of effectively supervise skilled and unskilled employees.
- Ability to accurately read and interpret engineering plans and drawings, providing comments to ensure the integrity of the system.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Have the ability to keep accurate records; prepare and submit accurate reports. Ability to create a positive image to the public relative to wastewater and utility programs.
- Must demonstrate proficiency at computer operations and MS Office (Word Excel Power Point Access).
- Have the ability to follow oral and written instructions.
- Must be able to speak, write and understand English.

- Have the ability to mentor, evaluate and guide staff to increase skill level, morale and efficiency.
- Have the ability to prepare and implement annual operations and capital improvement budgets.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Willingness to increase job skills and knowledge.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of acceptable equivalency diploma. Associates degree in Environmental, General, or Business Management program, or Engineering preferred. Applicants are expected to have extensive supervisory experience in the area of wastewater collection systems.

Additional, extensive supervisory knowledge and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier and fax machine. Significant standing, walking moving, climbing, carrying bending, kneeling, crawling, reaching and handling, pushing and pulling. Applicant must be able to perform strenuous manual labor, lift up to 50 lbs., wear a respirator and pass a pulmonary respiration test. Must be able to be deployed during emergencies.

SPECIAL REQUIREMENTS

Must possess a Class "A" FWPCOA Wastewater Certification or be able to obtain the license during probationary period. Applicant must possess a CDL "B" license with air brake and tanker endorsement or have the ability to obtain one during the probationary period. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12 hour shifts, seven days a week to help provide essential services to our customers.

Preference will be given to individuals who possess all of the above requirements or greater at the time of interview. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bargaining Unit: Non-Bargaining
FLSA: Exempt
Classification Plan: 50/27
GERS: Regular Class