

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION**

COLLECTIONS SUPERVISOR/INSPECTOR

Hourly Range \$37.73 to \$45.86 DOQ, plus benefits

This does not describe or necessarily list every duty of the supervisor.

GENERAL DESCRIPTION

Under the direction of the General Manager, perform skilled labor in the maintenance, repair, and related service activities for the District collection system and perform various related duties as assigned.

TYPICAL RESPONSIBILITIES

1. Oversee the maintenance and inspections of the collection system – using the Sewer System Management Plan (SSMP)
 - a. Lines and pump stations
 - b. Interpret plans and specifications.
 - c. Interpret District policies.
2. Understand and practice safe work practices, including, but not limited to, being the acting Safety Officer, verifying that all District personnel abide by safe work practices and wear personal protective equipment as required.
 - a. Chemical handling
 - b. Confined space work requirements of OSHA
 - c. Know and conduct safety meetings as required by OSHA.
3. Understand and employ:
 - a. Techniques, tools, and operational characteristics of mechanical equipment used in public works construction and maintenance.
 - b. Basic mechanical and electrical systems.
 - c. Record-keeping principles. Including a daily log-on activity and giving written reports to the General Manager monthly.
4. Understand and employ operation and maintenance principles and tasks of a sanitary sewer lift/pump station and collection system (SSMP).
5. Advise the General Manager on significant equipment repairs or replacement.
6. Inspect and approve all new connections to the District's collection system.
7. Investigate water intrusion and infiltration problems and recommend corrective action to the General Manager.
8. Assist with the annual budget preparation.
9. Operate various equipment including, but not limited to, a jetter and video inspection equipment.

10. Monitor the system through reading gauges, meters, control panels, and computer operations knowledge, including MS Word and Excel.
11. Comply with the District's employment policies as outlined in the Employee Handbook.
12. Work cooperatively with others and readily accept the General Manager's instructions and directions.
13. Maintain collection system maps and cleaning/inspection records.
14. Carry a cell phone on standby duty, a 14-day, 24-hour rotation.
15. Effectively respond to various emergencies throughout the District.
16. Maintain cordial working relationships with other District employees.
17. Work efficiently in a setting that may include distractions and noise.
18. Communicate clearly and concisely, both orally and in writing.
19. Attend meetings as required by the General Manager. Read and write reports and correspondence accurately.
20. Regular (daily) assignment and supervision of the work of the system collection operators.
21. Frequent training, supervision, and evaluation of collection personnel.
22. Ability to monitor the Chumash wastewater treatment plant when needed.
23. Understand and make routine repairs and adjustments to motors, pumps, and other equipment.
24. Read meters and gauges correctly and act quickly and competently, responding to readings when necessary.
25. Use and regularly operate the hand, mechanical, and power tools and equipment required for the work safely and efficiently.
26. Establish and maintain cooperative working relationships with those contacted during work – fellow employees, residential and commercial users, visitors to the area, and elected officials.
27. Respond to callouts within 30/45 minutes of the call while on standby duty.
28. Develop a collection system employee and wastewater operator schedule that allows flexibility to work weekends, holidays, and other shifts as assigned.

WORKING CONDITIONS

Work in wastewater collection system wastewater treatment plant environments; some exposure to wastewater, water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate machines and tools or other equipment. The employee frequently is required to stand, sit, walk, push, pull, kneel, stoop, bend, and squat. The employee must often lift and move up to 25 lbs. and infrequently up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Each of these physical tasks is an essential function of the position.

LICENSE REQUIREMENTS

- Must possess a valid California Class C driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- A Grade II Collection System Operator certificate (CWEA) is required within 6 months of the hire date, and a Grade III certificate is desirable but not required within 2 years of the hire date.

EDUCATION AND EXPERIENCE

- Any combination of experience and training that would likely provide the required knowledge and abilities qualifies. Equivalent to completion of the twelfth grade.
- Two years of supervisory and sewer collection system experience is required.

Approved July 1, 2012

Minor Modifications 12/19/23