

## JOB ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Supervisor of Sewer System Maintenance &amp; Operation – Maintenance, Inspection &amp; Repair</b>
<b>REPORTS TO:</b>	<b>Manager of Sewer System Maintenance &amp; Operation</b>
<b>DEPARTMENT:</b>	<b>Sewer System Maintenance &amp; Operation</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>

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### JOB SUMMARY

Supervises skilled personnel in the daily operation and maintenance of the District's wastewater collection system which includes performing maintenance and repair of tunnel control structures, bar racks, outfalls, pump stations, flow and level monitors, intercepting sewers, fixed weir regulator network, floatable control facilities and other equipment and facilities. Develops and plans staff's schedule and daily assignments. Develops staff and implements training programs and manages facilities. Evaluates operational efficiencies and performance against key performance indicators. Manages and maintains projects and represents departmental interest on capital improvement projects, teams and workgroups. Responds to customer complaints and inquiries, investigates the root cause and implements the solution. Responds to emergencies and off-hour alarms 24-hours per day including weekends and holidays. Requires being on-call on a pre-determined schedule to ensure that after-hours alarms are met in a reliable manner. Maintains good working relationships with internal departments and the general public. Performs other duties of a similar nature as may be required.

### ESSENTIAL FUNCTIONS

- Ensures efficient coordination of maintenance, inspection and repair operation and maintenance activities and allocates resources (people and materials) to meet job objectives. Allocates time efficiently in order to manage and maintain equipment, maintenance and capital improvement related projects. Plans and lays out work based on volume, assignments and individual skill and ability to produce the most efficient completion of tasks. Makes recommendations for operation improvement and efficiency of process and procedures.
- Supervises multiple crews responsible for conducting inspections, maintenance and repair of equipment associated with the wastewater collection system in accordance with policies and procedures, union rules and accepted maintenance practices. Provides technical inspection, maintenance and repair assistance to crews working on specialized work assignments.
- Administers formal hiring interviews and makes selection and promotion recommendations. Coaches, mentors and manages performance of subordinates. Identifies and ensures appropriate and timely training and development. Holds grievance and disciplinary hearings in order to resolve disputes and maintain high discipline and moral. Reviews all leave requests, reports and assists with resolving employee issues. Coaches personnel in methods and procedures; develops and implements training on SSMO interceptors and associated appurtenances.
- Assesses and evaluates the quality of the wastewater collection system maintenance and operation

on a daily, monthly and annual basis by: inspecting equipment, machinery and sewers and appurtenances for necessary repairs; generating work order requests; estimating time and material costs and recommend repair or alternatives as needed; observing facilities at regular intervals to identify possible developing problems. Analyzes operation and maintenance data to assure normal operating conditions and to prioritize recommended modifications to equipment maintenance or inspections. Provides recommendations regarding system process adjustments within established operational guidelines and recommends methods for improving system equipment efficiency.

- Coordinates with the Asset Reliability Manager in following established asset management techniques to track operational efficiencies and performance against key indicators. Uses investigative technologies such as, video inspection using National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP)/Manhole Assessment and Certification Program (MACP) standards to document, categorize, wastewater collection system problems and implement solutions. Directs certified National Commission for the Certification of Crane Operators (NCCCO) operators that provide access for personnel to inspect tunnel structures up to 300 feet deep. Direct the operation of heavy equipment such as Jet-vacs, crane trucks, mobile video inspection equipment, etc.
- Advises other departments within the District to ensure that quality and functionality of the collection system is maintained. Responsible for operational acceptance of construction projects that involves collection system assets. Represents the department when communicating with various District departments, external consultants and/or vendors. Provides verbal and written information (i.e., Business Cases, Presentations, Equipment specifications and purchases, Reports, etc.) to various stakeholders such as subordinates, management, Senior Staff, the Board of Directors and/or external customers and vendors. Serves as the point of contact for inquiries and complaints from the general public.
- Responds to emergency situations at any point in time (24-hours a day including weekends and holidays). Ensures proper usage of emergency response plans and actively participates in crisis management response drills. Requires being on-call to ensure that after-hours alarms are met in a reliable manner. Being on-call follows a pre-determined schedule that rotates between other on-call members of management. Establishes and enforces guidelines for safe work practices and observes safe work practices.
- May act as the Manager of SSMO in their absence. Assists with budget preparation and initiate purchase requisitions.
- Performs other duties of a similar nature as may be required.

## MINIMUM JOB REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Candidate must possess an associate degree, preferably in Engineering, Engineering Technology, Industrial Management, Business or a closely related field and three (3) years in the stormwater and/or wastewater, construction, industrial processing or manufacturing.
- Candidate must possess two (2) years of experience supervising, managing or leading various people, projects and/or programs.
- Experience working with Collective Bargaining Union workforce and contractors is preferred.

### OR

- Candidate must possess a high school diploma, GED or equivalent and seven (7) years in the stormwater and/or wastewater, construction, industrial processing or manufacturing.
- Candidate must possess two (2) years of experience supervising, managing or leading various people, projects and/or programs.
- Experience working with Collective Bargaining Union workforce and contractors is preferred.

## OTHER REQUIREMENTS

### LICENSURE AND CERTIFICATIONS

- Candidate must have an Ohio EPA Class II Wastewater Treatment Operator's certificate or Ohio EPA Class II Wastewater Collection System Operator's certificate.
- Must possess a National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) certification within thirty-six (36) months of being hired.
- Must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.
- Certification of completion of the Red Cross First Aid Course and CPR certification – Typically acquired within six (6) months of employment. Recertification is required on a regular basis.
- National Commission for the Certification of Crane Operators (NCCCO) mobile crane and articulating crane operator certifications are preferred.