



Job Description

Sewer Collections Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of ten (10) years of experience in the installation, repair, and maintenance of sewage lift station facilities, supplemented by two (2) years supervisory experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Utilities

Direct Supervisor: Utilities Services Director.

Supervisory Responsibility: Direct (7); Indirect (x)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida driver's license, CDL Class B with Tanker Endorsement, and Wastewater Collections Certified Operator Level C.

Job Summary: Supervises the operation and maintenance activity of the City's wastewater collector system, provides technical assistance with raw water well control systems.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Performs oversight of sewer pump station operation, maintenance, and repair.
- Oversight of installation, maintenance, and repair of auxiliary power generation equipment.
- Supervise employee maintenance and repair activities.
- Train, supervise, and evaluate employees.
- Perform maintenance and repair of electrical and telemetry systems.
- Monitor wastewater collection system operations and associated functions.
- Prepare and coordinate employee schedules.
- Respond to calls for emergency service.
- Prepare and maintain records.
- Establish safety guidelines and programs.
- Purchase supplies and equipment.
- Prepare and monitor preventative maintenance schedules.
- Schedules, plans, and coordinates contractor performed services.
- Responsibilities include after hour emergency management.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, materials, and techniques used in the extension, repair, and maintenance of sewage lift stations, pumping stations, and sewer systems.
- Lift station network, including locations of all lift stations.



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- Occupational and public health hazards and safety practices.
- Pump, hydraulic, and electrical systems.
- Radio telemetry system design, diagnostic calibration, and application.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Use and care of tools and equipment employed in the installation and repair of sewage lift stations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Plan, assign, and supervise the work of subordinates.
- Operate specialized equipment: combination sewer cleaner, farm tractor, forklift, truck mounted crane, and large dump truck.
- Operate electric power generation equipment.
- Establish and maintain satisfactory relationships with utility customers, contractors, and the general public.
- Keep accurate records, gather data and prepare reports.
- Read and interpret plans, specifications ordinances, and regulations applicable to wastewater.
- Keep accurate records, gather data, and prepare reports.
- Worker may be exposed to noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects, and odors in all weather conditions.
- May be exposed to confined space entry, use of self-contained breathing apparatus, heights (up to 60 feet), depths down to 26 feet, vibrations, and poor lighting.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date