

**Title:** Collection System Supervisor  
**PG:** 51  
**Status:** Civil Service  
**Position Reports to:** Manager of Wastewater Collections  
**Department:** Water Utilities

**Class Code:** 8221  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is skilled supervisory work in the construction, installation, maintenance, and repair of various pipelines and accessories of a wastewater collection system. Responsibilities include the planning of work assignments and tasks for employees and providing instructions on methods, procedures and processes. Work is received in the form of assignments from a supervisor as a result of general improvement programs, complaints, work orders, or inspections.

**ESSENTIAL FUNCTIONS:**

1. Supervises crews of employees engaged in general maintenance, construction, and repair.
2. Reviews plans and specifications and orders materials as required.
3. Coordinates work activity with other City departments or contractors as required.
4. Schedules projects and crews as appropriate.
5. Maintains necessary records of work, time, material used, location, and effectiveness of work performed.
6. Trains employees and provides instruction on safe work practices.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of the materials, methods, techniques, and equipment commonly used in the operation, inspection, maintenance and repair of wastewater collection systems.
2. Knowledge of the principles and practices applied to the construction and maintenance of roads, streets, storm sewers and drainage ditches, or water and sanitary sewer lines.
3. Skill in the use of shop equipment and basic hand tools.
4. Ability to establish and maintain an effective working relationship with co-workers, other city employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires mostly sedentary work that will involve walking or standing some of the time, lifting up to 10 pounds on a recurring basis, and routine keyboard operations.

Environmental exposures bright/dim lights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, and texture perception .

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. Three (3) years of experience in the construction, maintenance, and repair of a variety of wastewater facilities and one (1) year of supervisory experience in a construction related field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

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**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state Florida Commercial Drivers License. The employing department will indicate which class of license is required and which endorsements, if any.
2. Must be able and willing to maintain a valid home telephone.
3. May be required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Qualitative and Quantitative Fit Test(s)
4. Must work extra time as necessary to maintain required operations.
5. Must possess a Wastewater Collection Technician Class "C" certification or be able to obtain certification within one (1) year of employment.
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.