

**Title:** Manager of Wastewater Collection  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Assistant of Water Utilities  
**Department:** Water Utilities

**Class Code:** 3076  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible supervisory and administrative work in directing the operations of the municipal wastewater collection system. Work involves responsibility for administrative and technical duties related to the safe and efficient operation of all elements of the wastewater collection system. Duties include directing activities of personnel engaged in the construction, maintenance, and operation of the sanitary sewer system. An employee in this class is responsible for assisting in the planning and preparation of records and files, and coordination of the wastewater collection management system. Work is performed with latitude for independent judgment and action within policy limits. Performance is reviewed by an administrative superior through evaluation of the effectiveness and efficiency of operations and by consultation.

**ESSENTIAL FUNCTIONS:**

1. Plans, assigns, and supervises the daily work of construction, maintenance, and operating personnel.
2. Assists in the preparation of contract documents and bid specifications for contractor-installed public utilities systems and equipment purchase.
3. Assists in establishing industrial sampling locations for pretreatment discharge monitoring.
4. Reviews work order material requisitions for maintenance and repair work.
5. Maintains accurate records of work orders, parts inventory, manpower, and prepares reports.
6. Develops, implements, and monitors performance for all maintenance activities utilizing computerized management program.
7. Develops, implements, and administers budget for Wastewater Collection.
8. Instructs personnel in the safety and health risks associated with confined spaces and hazardous gases related to wastewater operations. Enforces safety and utilization of safety equipment and safe working procedures.
9. Supervises television inspections and grouting and sealing of sewer lines. Develops preventive maintenance plans.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of techniques and methods of closed circuit video inspection and chemical treatment of sanitary sewer lines.
2. Knowledge of safety regulations, occupational hazards, precautions, and promotion of safety.
3. Ability to work independently, to understand and carry out oral and written instructions.
4. Ability to manage both time and equipment resources.
5. Ability to work with hazardous chemicals in a safe manner.
6. Excellent written and oral communications skills.
7. Ability to establish and maintain harmonious and effective working relationships with supervisors, co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires active work that involves walking, climbing or standing some of the time, stooping and twisting, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

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The job risks exposure to heights, chemical, biological, electrical and mechanical hazards. Employee will be required to work in bright/dim light, and adverse weather conditions. Frequent exposure to the general hazards of the industrial working environment and construction sites. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception .

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

1. Graduation from an accredited four (4) year college or university with a degree in chemical or environmental engineering, chemistry, or environmental science.
2. Five (5) years of progressively responsible experience in the wastewater collection field.
3. Two (2) years of experience in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must obtain a valid "A" license in Wastewater Collection as presented by the Florida Water and Pollution Control Operators' Association, within one (1) year of employment.
3. 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.