

**City of San Rafael
Job Class Specification**

Job Title: Sewers Supervisor

SUMMARY

Under direction of Sewer Maintenance Superintendent, provides day-to-day supervision of the work of crews engaged in the maintenance of the City's gravity sewer system, sewer pump stations and force mains.

CLASSIFICATION CHARACTERISTICS:

This is the first supervisory level classification in charge of personnel and activities associated with maintaining the City's sanitary sewer system. Position is a working supervisor responsible for job planning, coordination, and site supervision. This class is distinguished from the Sewer Division Superintendent, which has overall supervisory responsibility for the division; and from the Sewer Maintenance Worker III, which acts as a crew lead worker. The position is guided by established policies and procedures, principles of the trade, and management personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in planning and organizing the accountabilities and resources of the sewer department.
- Plans and reviews the repair and maintenance of the City's gravity sewer system, sewer pump stations, and force mains.
- Plans and establishes preventive maintenance programs.
- Assists in determining budgets and monitors requisitions for supplies, materials and equipment.
- Reviews complete work, to ensure adherence to quality and safety regulations.
- Ensures observance of safe working habits including adequate oxygen in enclosed areas, respirator protection, chemical protection, safety harnesses for sub-grade work, and shoring in open trenching if required.
- Coordinates with other divisions on equipment and staff required for sewer maintenance work or special projects.
- Coordinates with other agencies regarding sewer maintenance.
- Prepares specifications, assists in contractor selection and oversees technical and major maintenance or overhaul performed by contractors.
- Appraises employee performance and documents disciplinary problems under direction.
- Participates in interviews and related employee selection procedures.
- Identifies the need for and recommends or conducts training for employees.
- Responds to complaints from the public about sewer functions.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles and practices of management.
- Operational principles of gravity and force sewer lines and pumping stations.
- Methods, materials, equipment and materials used in the maintenance, repair, and cleaning of sewer systems.
- Chemical, gaseous and bacterial processes and hazards associated with operating and maintaining sewer systems.
- Safe working practices and safety equipment.

ABILITY TO:

- Plan, prioritize, assign and review work.

- Ensure safe, efficient operation of sewer systems.
- Estimate material, equipment and personnel required for jobs.
- Read and interpreting diagrams, blueprints and manuals.
- Review performance of technical or major overhauls and repairs.
- Establish and maintain effective working relationships with other supervisors, employees, contractors, other agencies, and the public.
- Keep accurate records and prepare required reports.
- Prepare and monitor budgets.

EDUCATION AND/OR EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: graduation from high school or equivalent, and five years of progressively responsible experience in the maintenance or construction of sewer lines and pumping facilities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must be willing to work underground, in confined places, in and near bacterially contaminated liquids, and in exposure to unpleasant and potentially hazardous conditions. Must be willing to work overtime and on call as needed for emergency repairs. Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near video display. The employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works in indoor conditions. The noise level in the work environment is usually moderate.

Hazards : Hazards are moderate, fairly predictable and protected against.

Department: Public Works
FLSA Status: Nonexempt
Prepared By: Nash and Company
Prepared Date: January 2001
Approved By:
Approved Date: