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FLSA: NON-EXEMPT
SEIU

WASTEWATER COLLECTION SYSTEMS COORDINATOR

DEFINITION

Under general direction, coordinates, implements, and monitors the City's Wastewater Collection Systems Management Plan to ensure that City and private sewer, drainage, stormwater, and related system, infrastructure, facilities, and appurtenances are maintained in a safe and effective working condition and provide the highest level of safety for public use; directs, reviews, and trains the work of Wastewater Collection Systems staff ensuring quality and effectiveness of work; and provides specialized technical assistance to the Director of Public Works; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Provides technical and functional work direction and training to assigned staff.

CLASS CHARACTERISTICS

This is a single-position classification responsible for the coordination and implementation of the City's Sewer System Management Plan. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires skill in coordinating programmatic activities and department work. This class is distinguished from the Public Works Supervisor in that the latter is a full supervisory-level classification responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in all public works maintenance operations. This class is further distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Participates in the development and implementation of goals, objectives, and priorities for the assigned program; identifies resource needs; recommends and implements procedures, including standard operating procedures for assigned program.
- Oversees and maintains the Capacity, Management, Operations, and Maintenance (CMOM) database, including input of cleaning schedules, service calls, and other program information; ensures accuracy of data.
- Develops and oversees implementation of the sanitary sewer program's monthly cleaning schedule; plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Senior Wastewater Maintenance Worker; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; reviews sanitary sewer and storm drain videotapes of the City's sanitary sewer main pipelines; assists in developing work plans, procedures, and schedules.
- Prepares basic design plans for sanitary and storm sewer repair and replacement projects.

- Procures supplies, materials, tools, and equipment for assigned projects, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met; maintains records of purchase orders and monitors expenditures.
- Inspects and evaluates work in progress and upon completion, of contractors as well as staff, to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Inspects all private sanitary sewer videotapes, repairs, installations, and replacements in the City's streets, properties, and rights-of-way; documents and informs homeowners of all repairs and replacements required.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Works with the Building Division on inspections and enforcement of the Sanitary Grease Inceptor Program.
- Assists in the development of consultant requests for proposal for construction, maintenance, and repair services; ensures contractor compliance with District standards and specifications and time and budget estimates.
- Reviews encroachment permit applications that involve sanitary and/or storm sewer system repairs, replacements, or installations; adds conditions to permits as required.
- Oversees and observes safe work methods and makes appropriate use of related safety equipment as required; performs safety checks and conducts weekly safety meetings.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, ~~and~~ methods, and equipment related to planning, coordinating, and scheduling the maintenance and repair of City infrastructure, including wastewater collection systems, stormwater and drainage systems, and related appurtenances.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of wastewater and storm systems.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mathematics.
- Basic budgetary and contract administration policies and procedures.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, coordinate, and schedule wastewater collection systems and stormwater and drainage systems maintenance and construction projects; develop labor estimates and material requirements.

- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate arithmetic calculations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in construction, maintenance, and/or repair of wastewater collection systems, stormwater and drainage systems, and appurtenances.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment is desired.
- Possession of a Grade IV Collection Systems Maintenance Certificate issued by the California Water Environment Association.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.