

COLLECTION SYSTEM OPERATIONS MANAGER

GENERAL STATEMENT OF RESPONSIBILITIES

The Collection System Operations Manager position is responsible for overseeing the operation, maintenance, inspection, repair, installation and extension of the District's wastewater collection system and its components to ensure the safe and efficient delivery of wastewater to the treatment plant. This position is also responsible for assisting in the maintenance, inspection, repair, installation, and extension of the District's reclaimed water distribution system. The incumbent is guided by policies and assignments received from the District Manager but is carried out with a high degree of independent judgment in accomplishing the work and developing new programs and is held accountable for results. This is a District safety-sensitive position in accordance with Arizona law and in some situations, a DOT safety-sensitive position.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in operation, maintenance, cleaning, inspection, construction, and repair activities involving gravity lines, manholes, force mains, pump stations, and all appurtenances.
2. Develops and implements the preventive maintenance program for the District's wastewater collection and reclaimed water distribution systems.
3. Solves operational problems with the District's collection and reclaimed water distribution systems.
4. Oversees review of sanitary sewer maintenance and construction work through on-the-job inspections, meetings, and reports.
5. Oversees blue stake services for the District.
6. Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in the maintenance, inspection, construction, and repair activities involving the reclaimed water distribution system.
7. Oversees all connections to District's collection system and reclaimed water distribution system to assure compliance with all applicable District requirements and ensure their integrity.
8. Oversees emergency and unscheduled work and appropriate follow-up.

9. Implements, directs, and enforces Collection System Operation's safety programs.
10. Advises District Manager on future system and procedural improvements that may be necessary to ensure efficient operations.
11. Oversees training activities.
12. Oversees preparation of work orders.
13. Oversees the requisition process for tools, materials, equipment, and services.
14. Oversees inventory of stored material and spare parts necessary for use in the collection system and reclaimed water distribution system.
15. Responsible for all section personnel issues including hiring, evaluating, disciplining, and terminating.
16. Reviews and comments on all plans for construction, repair, or replacement of any Collection System or Reclaimed Water Distribution components.
17. Represents the District in contacting property owners, contractors, and utility company employees to secure cooperation in sewer maintenance matters.
18. Assists in investigation of property damage complaints.
19. Assists District Manager in preparation of the budget providing input relative to fiscal needs for collection system O&M and reclaimed water distribution system maintenance.
20. Performs other duties as assigned by District Manager.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of wastewater collection and reclaimed water distribution systems.
2. Ability to recognize needed repairs in the collection system and reclaimed water distribution system.
3. Knowledge of methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of the wastewater collection system, the reclaimed water distribution system, and their components.
4. Knowledge of occupational hazards of sewer maintenance work and safety measures to be implemented.
5. Ability to plan and direct the work of subordinate employees.

6. Ability to operate and maintain equipment used in wastewater collection and reclaimed water distribution systems.
7. Ability to deal effectively and professionally with people at all levels.
8. Ability to read and interpret engineering specifications and drawings, quarter section maps, and grade stakes.
9. Ability to understand and follow oral and written instructions in the English language. Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional relationships and inspire team collaboration.
10. Knowledge of and ability to apply principles of sound management and budget.
11. Knowledge of and ability to apply policies and procedures of the District.

REQUIRED TRAINING AND EXPERIENCE

This position requires a combination of education and experience equivalent to a bachelor's degree in environmental science, engineering, public administration, or a related field with 5 years of experience in the construction, operation, and maintenance of a sanitary sewer collection system including three years in a supervisory capacity. Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical, drug test and background check.
2. Must possess a valid Arizona driver's license with a good driving record. An Arizona Commercial Driver's License is desirable.
3. Must possess a Grade 4 Arizona Department of Environmental Quality Wastewater Collection System Operator Certification.

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