



JOB TITLE: Collection System Manager
DEPARTMENT: Collection System
REPORTS TO: District Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

The Collection System 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 the maintenance, inspection, repair, installation, and extension of the District's recycled 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 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.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Plans, organizes, assigns, directs, and reviews the work of employees and contractors engaged in operation, maintenance, cleaning, inspection, construction, and repair activities involving gravity sewer mains, manholes, force mains, pump stations, and all appurtenances.
- Develops and implements the preventive maintenance program for the District's wastewater collection and recycled water distribution systems.
- Solves operational problems with the District's collection and recycled water distribution systems.
- Oversees review of sanitary sewer maintenance and construction work through on-the-job inspections, meetings, and reports.
- Oversees utility locating services for the District.
- 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.
- Oversees all connections to District's collection system and recycled water distribution system to assure compliance with all applicable District requirements and ensure their integrity.
- Oversees emergency and unscheduled work and appropriate follow-up.
- Implements, directs, and enforces Collection System Operation's safety programs.
- Advises District Manager on future systems and procedural improvements that may be necessary to ensure efficient operations.
- Oversees training activities for the department.
- Maintains complete and accurate records for the repair and costs of repairs of department equipment in the computerized maintenance management software (CMMS).
- Oversees preparation and completion of work orders.
- Responsible for the requisition process for tools, materials, equipment, and services.
- Oversees inventory of stored material and spare parts necessary for use in the collection system and recycled water distribution system.
- Responsible for department personnel issues including hiring, evaluating, disciplining, and terminating, in coordination with District Manager as appropriate.
- Responsible for the management of the department budget and ensures compliance with District purchasing policies and procedures.

- Reviews and comments on all plans for construction, repair, or replacement of any Collection System or Recycled Water Distribution components.
- Represents the District in contacting property owners, contractors, and utility company employees to secure cooperation in sewer maintenance matters.
- Assists in investigation of property damage complaints.
- 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.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned by District Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of wastewater collection and recycled water distribution systems.
- Ability to recognize needed repairs in the collection system and recycled water distribution system.
- Knowledge of methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of the wastewater collection system, the recycled water distribution system, and their components.
- Knowledge of occupational hazards of sewer maintenance work and safety measures to be implemented.
- Ability to plan and direct the work of subordinate employees.
- Ability to operate and maintain equipment used in wastewater collection and recycled water distribution systems.
- Ability to read and interpret engineering specifications and drawings, quarter section maps, and grade stakes.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional relationships and inspire team collaboration.
- Knowledge of and ability to apply principles of sound management and budget.
- Knowledge of and ability to apply policies and procedures of the District.
- Ability to complete required OSHA and other safety training classes.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs.
- Ability to work effectively, cooperatively, and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in both a plant/outdoor field setting and in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to lift objects up to 30 lbs.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, equipment, and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.

- Sufficient visual acuity, with or without reasonable accommodation which permits the employee to comprehend written work instructions and work orders, technical and operational documents, and move over rough or unfamiliar terrain.
- Sufficient body flexibility, mobility, stamina, and balance to perform collection system oversight duties which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling equipment, climbing stairs or ladders, opening manhole or vault lids, and walking over uneven terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK 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.
- Seven years of experience in the construction, operation, and/or maintenance of a sanitary sewer collection system including three years in a supervisory capacity.
- Must possess a Grade 4 Wastewater Collection System Operator Certification from the Arizona Department of Environmental Quality.
- Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.
- Preferred: Possession of an Arizona Class "B" Commercial Driver's License with tanker endorsement.
- Preferred: NASSCO (National Association of Sewer Service Companies) Pipeline Assessment Certification Program (PACP) and (Manhole Assessment Certification Program) MACP Certification.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.