



CITY OF BANNING, CALIFORNIA

Wastewater Collection System Supervisor

Job Code: 4155

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general oversight of the Public Utilities Superintendent, provides supervision to oversee the Wastewater Collections System which locates, inspects, cleans and maps the City's sewer system with GIS. Performs the full variety of monitoring, maintenance, repair and related tasks associated with the operation of the City of Banning wastewater treatment and collection system. On some occasions may be required to work on water distribution systems.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Participates in the operation of the wastewater treatment and collection system through inspection of commercial facilities for grease interceptors to minimize problems; provide training for proper maintenance of collection system and safety; identifies deficiencies within the sewer mains for report. Documents and reports sewer spills. Works with the collection crew whenever another member is off to optimize cleaning of the system. Locates and marks underground sewer facilities for contractors and city staff. Ensures that maintenance activity has been recorded, and that the crews are safely performing their duties. Monitors and inspects minor sewer construction projects.

Responsibility for completing a variety of reports, memos and other paperwork. Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of water and wastewater collection/distribution techniques and methods.
- Knowledge of the use of water and wastewater equipment and machinery.
- Knowledge of customer service techniques and methods.
- Knowledge of safety practices in confined space, traffic control, and trench safety.
- Knowledge of basic computer operations and GIS system.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

(continued on reverse side)

CITY OF BANNING, CALIFORNIA

Wastewater Collection System Supervisor

Job Code: 4155

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** four (4) years of wastewater collection experience, including one year of supervision; a Grade III CWEA and Class B License. Within 12 months of appointment, incumbent would be required to obtain a D-1.

ADDITIONAL REQUIREMENTS: May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. Depending on the needs of the City, incumbents in this classification will be required to obtain and maintain additional licenses or certifications and C.E.U. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back or stand-by schedule with a response to an emergency within thirty (30) minutes.