

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Wastewater Collections Crew Supervisor	Job Code: 2541
Date: June 8, 2021	EEOC Code: SC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled supervisory and technical work with responsibility for the operation and upkeep of the Provo City wastewater collection system.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Wastewater Collections Manager and perform all tasks under general direction. This work is distinguished by its responsibility to directly supervise and assign the daily work of a wastewater systems maintenance crew.

ESSENTIAL DUTIES: Plan, supervise, and participate in daily activities of wastewater collection operators; supervise preparation and operation of power rodding and jet-vac units to clear sewer lines, ditches, and culverts; direct use of closed circuit television system and sealing equipment to detect leaks and obstructions of sewer mains and laterals; diagnose origins of line blockage issues and develop a corrective course of action; oversee sealing of leaks using packing units; inspect sewer line construction work, lateral installations, and sewer line tapping; monitor flow and strength measuring devices and identify abnormal conditions; resolve complex operational issues related to the collection system; locate manholes, sewer clean-outs, and main sewer lines using photos, metal detectors, and maps; supervise maintenance of pump stations and surrounding areas; supervise construction projects including pipeline installation, cement work and raising and lowering manholes to grade; direct cleanup operations following backups; supervise field sampling and dye testing; operate/train using lasers, GPS and GIS equipment, reading plans, drawings, and specifications; perform all work of collections operators as needed.

Supervise, plan, and coordinate the work of assigned wastewater collections employees according to work orders and other priorities; ensure that crew's work is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned employees to ensure that safety regulations are strictly followed; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement changes to improve work processes; inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve employee issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review various work records, reports, documentation, and work specifications; ensure assigned employees are trained in all aspects of their assignments and jobs; develop and provide training to assigned employees as needed; review work of direct reports; serve as technical resource on complex issues; may act as section manager as needed; attend and may lead staff meetings; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 6 years of professional water/wastewater operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted wastewater operator certification.

License(s)/Certification(s): A valid, lawful Commercial Driver License is required. UT Wastewater-

Unrestricted Operator Grade II is required. UT Wastewater Grade IV Operator is preferred.

SELECTION FACTORS: *Knowledge of:* methods and techniques used to install, repair, and maintain sewer lines and associated structures; operations, functions, and terminology common to the work; related laws, codes, rules, and regulations governing functions of the position; electrical and mechanical operations and maintenance of specialized sewer equipment and machines; various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system, including traffic control, flagging, confined space entry, chemicals handling, and sample collecting. *Skill in:* interpersonal relations and management as applied to directing and supervising employees; safely using various power tools, hand tools, and other heavy equipment in hazardous environments; troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; performing pipe line taps; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; operate process equipment; recognize changes in normal conditions and investigate causes; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; recognize potential dangers and respond appropriately; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; evaluate programs and procedures; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Television and sealing equipment, packaging unit, jet cleaning unit, power rodder, vapo-rooter, jackhammer, power equipment, and hand tools.

PHYSICAL DEMANDS: Requires physical strength and agility sufficient for climbing in and out of manholes, heavy lifting of up to 100 lbs., walking, driving trucks, bending, stooping, and reaching.

ENVIRONMENTAL FACTORS: Exposure to abrasive odors, adverse weather conditions, noxious chemicals, dangerous gases, heavy traffic, and hazardous conditions. May also include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class will be subject to on-call status and working weekends and holidays.*



Department Director

6/3/21

Date



Mayor/Chief Administrative Officer

6/8/21

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.