

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Wastewater Collections Manager	Job Code: 2551
Date: January 25, 2016	EEOC Code: SC
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is administrative, planning, and management work with responsibility to direct the daily operations of Provo City's wastewater collections section.

CLASSIFICATION STANDARDS: The single position assigned to this class is responsible to the Water Division Director and performs all work under his/her general direction. The work of this class is distinguished by its comprehensive oversight of the daily operations of Provo City's wastewater collections section.

ESSENTIAL DUTIES: Oversee and direct the activities, programs, and employees of the wastewater collections section; oversee all aspects of clearing sewer lines, ditches, and culverts; eliminate infiltration and stoppages of sewer mains; plan and schedule power rodding, jet cleaning, television sealing, and manhole ring and cover adjustments/ replacements; inspect work-in-progress through to its completion; inspect all collections system facilities on a regular basis; ensure a comprehensive program of preventative maintenance; resolve complex operational issues; oversee all aspects of general construction projects in support of the wastewater system.

Supervise, plan, and coordinate the work of assigned personnel and ensure work is completed accurately and efficiently; make staffing decisions including hiring and firing; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; oversee and direct the training and development of assigned personnel; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of subordinates; develop and manage safety programs for assigned personnel, including the coordination of all applicable risk management issues.

Develop and manage the Wastewater Collections budget, including oversight of the purchasing process and approval of expenditures to ensure fiscal responsibility; propose and approve specifications for all contracts and equipment purchases; Develop, submit for review, and implement service programs, policies, procedures, and goals; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on program activities and performance; maintain vehicle and equipment inventory; may perform the tasks of lower level Wastewater Collections staff or other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional water operator experience, two (2) years of which must have been in a program management/supervisory capacity. Additional education may be substituted for non-supervisory experience as allowed by the State of Utah for unrestricted water operator certification.

License(s). Unrestricted Grade IV Utah Wastewater Systems Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: Knowledge of: methods and techniques used in the installation, repair, and maintenance of sewer lines and associated structures; budget preparation and administration processes; related laws, codes, rules, and regulations governing functions of the position; the electrical and mechanical operations and maintenance of specialized sewer equipment and machines; the 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, handling chemicals, and sample collection. effective supervisory methods and techniques. **Skill in:** interpersonal relations and management as applied to the direction and supervision of employees; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognize potential dangers and respond appropriately; troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; performing pipe line taps. **Ability to:** perform work with speed and accuracy; operate process equipment; recognize changes in normal conditions and investigate the cause; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; 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; 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: Computer, office equipment, motor vehicles, television viewing and sealing equipment, packaging unit, jet cleaning unit, power rodder, vapo-rooter, jackhammer, and various power equipment and hand tools.

PHYSICAL DEMANDS: The essential duties of this class require 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: Work is performed in an office and/or the field; 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 may be subject to call-out and working weekends and holidays.*



Department Director 1/25/16
Date



Mayor/Chief Administrative Officer 1/27/16
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.