

COLLECTION SYSTEM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for ensuring that pump stations and collection lines in a wastewater treatment network are operating efficiently and properly. Work is performed under general direction of the Director of Utilities with wide leeway for independently performing the duties of the position. Supervision is exercised over attendants, laborers, or other persons working on collection lines.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Inspects the installation of mains and customer lateral lines to determine compliance with regulations and/or ordinances;

Identifies infiltration problems, improper connections, and hazardous or extraordinary circumstances that may interfere with wastewater treatment processes, and takes appropriate action to remedy the situation;

Inspects pumping stations, pipelines, manholes, valves, machinery, pumps, and equipment to determine efficient operating condition;

Makes repairs to wastewater pumping stations, pipelines, manholes, and other elements of the wastewater collection system;

Maintains collection lines to ensure water flow is allowed on a direct root to the treatment plant facility;

Supervises staff assigned to work on the wastewater collection lines;

Provides training and instruction to subordinate staff in preventative maintenance and repair of pump stations, pipelines, mains and manholes;

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Reads gauges, meters, and instrumentation to ensure proper operation of pumping stations;

Collects water samples for laboratory analysis;

Operates heavy and light automotive equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles, practices, tools, machinery, and equipment used in the collection and pumping of wastewater to a treatment plant facility; working knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to wastewater treatment and disposal; skill in the operation and repair of pumps, valves and mechanical/electrical equipment; ability to plan and supervise the work of others; ability to present ideas clearly both orally and in writing; ability to understand and follow oral and written instructions; ability to understand and record data from gauges, scales, and meters; and mechanical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the operation or maintenance of wastewater treatment plant facilities.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A