

## **CLASS TITLE: PUBLIC WORKS COLLECTION SYSTEMS MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction supervises the installation, maintenance, and repair of the municipal sanitary and storm collection systems and related facilities; and performs other related required duties.

### **ESSENTIAL TASKS:**

- Plans, coordinates, and directs the work of subordinate supervisors engaged in sanitary and storm sewer systems maintenance, construction, and repair
- Organizes crews and formulates plans for emergency work
- Reviews plans and specifications for construction of new sanitary and storm sewer lines and assists in the collection of field data needed for planning and designing such new construction
- Makes field inspections of work in progress and completed to determine adherence to established standards and levels of quality
- Oversees the administration of sanitary sewer cleaning contracts
- Oversees operations on 24-hour customer service/dispatching, and maintenance on 45 sanitary sewer lift stations and stormwater pumping stations
- Coordinates the purchasing of materials, equipment and outside services
- Prepares reports and records indicating the costs of construction and maintenance to the system and assists in the preparation of budget requirements and estimates
- Investigates and resolves customer complaints and requests
- Performs personnel management tasks
- Establishes and monitors section production goals
- Evaluates and provides information for long-range capital projects
- Supervises the cleaning, repairing, testing and inspection of sanitary and storm sewer lines
- Oversees the implementation of the City's Safety Program
- Coordinates with other sections for system improvements
- Prepares and implements methods to improve the quality of training and development, customer relations and service
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, business or public administration, or construction management, and eight (8) years of progressively responsible experience in the construction, maintenance, and repair of a municipal sanitary and storm sewer systems and related facilities.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices, and techniques involved in the repair and maintenance of the City's sanitary and storm sewer collection systems; considerable knowledge of the methods of operation of heavy construction equipment and machinery used in the repair and installation of sanitary and stormwater collection lines; good knowledge of the sanitary and storm system operations, and the principles, practices, and procedures of modern sewage disposal; and good knowledge of the operating principles of electrical and mechanical pumping equipment. Ability to plan, coordinate and supervise the activities of a large labor force engaged in public works construction and repair; ability to coordinate the activities of workers in several different skilled crafts and to determine, by inspection, quality of work performed by skilled and unskilled workers; ability to make material and labor estimates and to keep records and prepare reports; ability to read and interpret blueprints and engineering specifications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, bending, handling,

feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and a valid Class "A" Wastewater License as issued by the Department of Environmental Quality (DEQ).

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for inspections.

**Class Code: 1100**

**EEO Code: E-01**

**Pay Code: EX-52**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective Date: July 1, 2000**