

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

4/20/90

WASTEWATER COLLECTION SUPERVISOR, 4113

Summary of Duties: Assigns, reviews and evaluates the work of a crew of Wastewater Collection Workers engaged in the maintenance and repair of sanitary sewers and storm drains in a large geographic district or in a specialized Citywide sewer maintenance unit; applies supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities and does related work.

Distinguishing Features: A Wastewater Collection Supervisor is responsible for implementing and directing a program of sewer and storm drain preventive maintenance and repair in a geographic district or for a specialized Citywide unit. An employee of this class assigns and determines priority of work, takes care of emergencies, makes field inspections, assigns field crews, prepares administrative records and reports for the district or the unit, and personally supervises special jobs. Unusual situations and major construction projects are reviewed with a Wastewater Collection Manager who is responsible for the general supervision and review the work of all the sewer maintenance district. Incumbents in the class of Wastewater Collection Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Example of Duties:

- Plans and directs all sewer, storm drain and channel maintenance activities in a geographic district or in a specialized Citywide sewer maintenance unit;
- Prepares budget requests and justifications for personnel and equipment for a geographic area;
- Ensures that adequate supplies are available for field crews and that workers in the district are properly trained;
- Recommends disciplinary actions or prepares commendations for employees;
- Takes necessary action in emergencies such as sewer line cave-ins;
- Personally supervises repairs of large breaks in sewer lines;
- Checks on complaints such as flooded basements which could result in claims against the City;
- Inspects sewers for damage from contract work done in proximity;
- Supervises incidental force account construction work;
- Prepares reports of needed storm drain and sewer line replacements;
- Analyzes closed circuit videotape surveys of sewer lines and prepares reports of needed repairs;
- Maintains records of all major flow diversions from one outfall to another;

- Makes field assignments to sewer maintenance crews and follows up on the progress of their work;
- Maintain daily work logs and checks time sheets;
- May act for a Wastewater Collection Manager in the latter's absence;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Equipment, materials, methods, and procedures used in the operations, routine and preventive maintenance, repair, and limited construction of sewers, storm drains and access openings;
- Safe working practices and Safety Orders of the California Division of Industrial Safety pertinent to sewer and storm drain work and other related safety rules and principles;
- Budgetary procedures and report writing;
- Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing, and evaluation of subordinate work performance;
- Techniques for motivating, counseling and disciplining subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices.

A working knowledge of:

- Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- City personnel rules, policies and procedures;
- Civil engineering principles pertinent to the maintenance of sewers and storm drains.

Ability to:

- Keep time and work records;
- Prepare reports;
- Deal tactfully and effectively with other employees and the public;
- Read and interpret Y-record and sewer record maps and plans for sewer and storm drain construction and repair;

- Assess personnel and equipment needs for budgeting purposes;
- Plan, supervise, and coordinate the work of several crews working in various locations;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Requirements: Two years of experience as a Wastewater Collection Worker or in a class at least at that level and which provides line supervisory experience in the construction, inspection, maintenance, operation, repair or administration of sanitary sewer, storm drain, or sewage treatment facilities is required for Wastewater Collection Supervisor.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.