

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Wastewater Supervisor	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 20

**Definition:** To plan, organize, direct, and supervise wastewater collection and storm drain systems within the Utilities Section; and to perform a variety of technical tasks relative to assigned area of responsibility.

**Supervision Received and Exercised:** Receives direction from the Utilities Services Manager; exercises direct supervision over assigned maintenance, clerical, and technical personnel. May temporarily assume the duties of the Utilities Services Manager in their absence.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for wastewater collection and storm drain systems; and implement policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in the operation and maintenance of the wastewater collection and storm drain systems.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; and prepare various reports on operations and maintenance activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; and monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline procedures.
6. Answer questions and provide information to the public; and investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Monitor and control supplies and equipment; order supplies and tools as necessary; and prepare documents for equipment procurement.
8. Assist with preparation of requests for proposals and bid specifications.
9. Oversee the most complex wastewater collection and storm drain system operation and maintenance duties; and provide technical assistance to crews.

10. Coordinate with contractors to provide professional and maintenance services.
11. Monitor and implement pertinent local, state, and federal regulations for wastewater and stormwater operations. Provide information required to obtain and maintain required wastewater and stormwater permits.
12. Administer safety program for wastewater operation. Ensure staff participates in required training.
13. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of wastewater collection system and storm drain design, construction, operation, and maintenance; pump stations, equipment, tools, and materials used in the maintenance, repair, and installation of wastewater and stormwater collection and pumping systems; principles of supervision, training, and performance evaluation; principles of municipal budget administration; modern office procedures, methods, and computer equipment and related software; principles and practices of safety management and training related to area of responsibility; and pertinent local, state, and federal laws, ordinances, and rules.

Ability to: Organize, implement, and direct an effective wastewater collection system and storm drain maintenance program; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; determine sewer and storm drain condition using video inspections and other analytical tools; effectively use computers and office/operations software; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train, and evaluate assigned staff.

**Experience and Training Guidelines:** Combination of relevant experience, education, and training that will satisfy the required minimum qualification, knowledge, and abilities.

Three years of increasingly responsible experience in wastewater collection system maintenance and/or wastewater treatment plant experience, which includes two years of experience as a lead. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course.

**Position Title:** Wastewater Supervisor

Page 3

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Possession of a Grade II Collection Systems Maintenance Certificate issued by the California Water Environment Association (CWEA). A CWEA Grade I Mechanical Technologist Certificate is highly desirable.

**Working Conditions:** Preemployment and periodic respiratory examinations may be required for this classification.

Established: October 1991

Revised: October 2024

HRD/CLASS SPECS

Wastewater Supervisor