



Collection System Superintendent

Department: Engineering/Collection System

FLSA Status: Non-Exempt

Reports to: District Engineer

Revision Date: 11/25/2024

Pay Grade 18: \$96,604 - \$135,246

Hiring Range: \$96,604 - \$115,925

Summary:

The Collection System Superintendent is responsible for overseeing and planning the wastewater collection system operations and maintenance functions and being the Operator in Responsible Charge (ORC). This includes ensuring the system's efficient and effective operation, maintenance, repair, and compliance with all applicable regulations. The Superintendent will provide leadership and guidance to a team of skilled and semi-skill professionals, fostering a culture of safety, efficiency, and continuous improvement.

Essential Duties and Responsibilities:

The below list is intended to be illustrative of the responsibilities of the position and not all-encompassing. The District may change these duties at any time.

- Develop and oversee plans for the operation, maintenance, and repair of the wastewater collection system.
- Ensure compliance with federal, state, and local regulations, including, but not limited to, worker safety, sanitary sewer overflows, and damage prevention of underground utilities.
- Collaborate with the Engineering team in planning by reviewing designs, construction plans, and specs for operational needs.
- Hire, train, and supervise staff, ensuring high-performance standards.
- Lead the creation, implementation, and periodic review of field operations safety programs.
- Prepare and submit required data and incident reports to the supervisor, regulatory agencies, and peers.
- Lead and facilitate the investigation and resolution of technical, customer, and organization-based inquiries regarding the collection system.
- Assist the department head in preparing operational and capital improvement budgets.
- Assist the Supervisor and District Manager with creating formal Board communications. Operate and oversee the operation of heavy equipment for maintenance and construction, ensuring safe, efficient use and adherence to safety protocols, while inspecting and maintaining equipment and guiding staff on proper operation.

Other Duties/Responsibilities:

- participate in the on-call program by leading field crews and performing ORC duties.
- Respond to and resolve inquiries and complaints.
- Investigate and resolve sewer backups and overflows.
- Work with other departments and agencies on wastewater collection system projects.
- Maintain records of work performed and submit reports as required

Supervisory Duties:

Future duties will include directly supervising a team of 2-3 employees within the Sewer Collection System Division, with potential for growth as District needs expand. Responsibilities include interviewing, hiring, training, assigning and directing work, and appraising performance according to the organization's policies and applicable laws.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the responsibilities and Duties:

- Strong knowledge of wastewater collection principles, operations, and equipment.
- Excellent communication skills, with demonstrated experience in team management and procedure development.
- Proven adherence to safety procedures and regulations.
- Excellent verbal and written skills.
- Proficiency with software packages related to project management, GIS (Geographic Information Systems), PDF markup and viewers, Asset Management Software, Microsoft Office, and others.

Education and Experience:

- A high school diploma or GED is required; an associate's degree in a related field is preferred, or equivalent experience combined with specialized training.
- A minimum of 5 years of experience in the wastewater collection field, with demonstrated success in leading teams in operations, construction, and/or inspection.

Licenses/Certifications:

- Colorado Level 3 Collection System License or ability to test within 90 days of hire. Capability to serve as the Operator in Responsible Charge (ORC).
- Valid Colorado driver's license and satisfactory driving record; CDL B with Tanker Endorsement is preferred or attainable within 1 year of hire.

Physical Activities:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Some lifting and outdoor work, including inspections, site work, and walking. Moderate physical activity requires the ability to lift 50 pounds, occasionally exposed to outside weather conditions. This position requires standing, walking, sitting, stooping/bending, and repetitive motion. This position

requires working with standard office equipment (such as telephone, mobile phone, fax, personal computer, tablet, and printer).

Working Environment:

This person must be able to work in an office-based team environment, as well as in a variety of settings, all-weather extremes during the day, and possible callback situations. Work may result in exposure to wastewater or untreated water supplies containing infectious disease agents such as bacteria, viruses, fungi, and parasites.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or other duties assigned by management.