



Ross Valley Sanitary District Inspection Superintendent

DEFINITION:

Under direction of the Infrastructure Assets Manager, the Inspection Superintendent is responsible for managing the daily operations of the Inspection department and for performing civil, structural, mechanical, and electrical inspections and project management of capital projects

DISTINGUISHING CHARACTERISTICS:

The Inspection Superintendent manages all operations related to inspection of District infrastructure assets and public and private construction related to District wastewater collections and pump systems.

SUPERVISION RECEIVED AND EXERCISED:

The Inspection Superintendent reports to the Infrastructure Assets Manager. Direct reports are the Inspector position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class:

- Supervise department staff including directing work, conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures;
- Communicate status of work to Infrastructure Assets Manager and department staff as appropriate;
- Assist with capital project planning and preliminary design;
- Perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects;
- Perform inspections of District repairs to ensure compliance with all District standards and specifications.
- Read and interpret plans and specifications;
- Approve QA/QC submittals by contractors and consultants;
- Ensure delivery of safety training for department staff;
- Collaborate with colleagues on District projects and development and implementation of policies and procedures;
- Prepare accurate and detailed electronic sketches of sewer locations and records of work performed;

- Collaborate with engineering to provide project management of capital improvement projects;
- Verify air tests and the proper cleaning of sewer lines; (Leave out proper cleaning of lines unless done by contractor which should a responsibility);
- Respond to requests and complaints from the public or private agencies;
- Collaborate on upgrades and maintenance of District map inventory;
- Work in partnership with General Manager, managers, and supervisors to plan, develop, and implement District-wide programs, procedures, and policies;
- Ensure compliance with all applicable federal, state, and local laws and statutes;
- Develop, implement, train, and enforce safety standard operating procedures;
- Set and monitor Performance Management goals for the department;
- Demonstrate initiative and effective skills in troubleshooting, problem solving, and team building;
- Understand, enforce, and educate staff on modern asset management philosophies and practices related to inspections and construction projects;
- Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders and analyze data and prepare reports;
- Represent the District in meetings with governmental and regulatory agencies and the public;
- Monitor changes in laws, regulations and technology that may affect departmental operations; researches and recommends equipment purchases and disposal; implements policy and procedural changes as required;
- Ensure compliance of all warranty work completed by the District and follow through for capital projects;
- Control and maintain inventory of assigned tools, equipment, and vehicles;
- Participate in preparing annual department budget proposal; including budget forecasts;
- Perform emergency and extended hours as necessary;
- Participate in professional organizations; attend professional development training;
- Perform other duties as assigned.

REQUIREMENTS

Knowledge:

- Principles and practices of supervision;
- Time management and project management;
- Best practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, collection system pumping stations, and related appurtenances;
- Codes, regulations, specifications, ordinances, laws, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pumping stations, and related appurtenances;
- Civil, structural, and mechanical engineering;
- Operation, materials, and methods of sewage collection, treatment, and construction;

- Surveying and drafting procedures, instruments, and equipment;
- Purchasing procedures, cost control, and inventory techniques;
- Principles and procedures of emergency response preparedness;
- Use and maintenance of equipment, vehicles, power tools, and hand tools utilized in inspection of District's wastewater collection system, pump stations, and related appurtenances;
- Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance;
- Working knowledge of insurance policies related to coordinating sanitary sewer overflow response;
- Standard office equipment, computers, and hardware and software;
- Use of mobile applications in the field to perform duties on laptops or handheld devices;
- Basic English language, both spoken and written;
- Mathematics and calculations used in construction and wastewater industry;
- Use of Microsoft Office Suite software and computer software used in wastewater industry.

Skills and Abilities:

- Supervising, training and coordinating personnel;
- Effective verbal and written communication skills including public presentation skills;
- Understanding and carrying out written and verbal directions;
- Maintaining work records, analyzing data, and preparing reports in the CMMS;
- Performing all tasks related to maintenance, and repair of District's wastewater collection system and related appurtenances;
- Troubleshooting equipment malfunctions and problems;
- Presenting information in an audience-appropriate manner;
- Providing customer service and emergency response;
- Reading and interpreting maps, construction drawings, and blue prints;
- Recognizing and mitigating hazards encountered in the course of work;
- Operating field computers, computers, and other standard office equipment.
- Proficient in the use of Microsoft Office Suite (Access, Excel, PowerPoint and Word), asset management software, and budgeting software;
- Proficient in use of modern Computerized Maintenance Management System (CMMS) related to sewage collection system's Operation and Maintenance;
- Proficient in use of Permitting software;
- Adept at using good personal judgment and discretion; remaining calm in crisis, emergency, and/or other stressful situations, and using discretion when handling and disseminating sensitive information.

Interpersonal Skills:

- Collaborative problem identification and solution development;

- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- High School Diploma or GED or equivalent;
- At least six years of journey-level experience in sewer, maintenance, industrial and/or public works construction comparable to the District's program.
- Two years of experience in a supervisory capacity; work experience in a public agency preferred.

Licensing, Certification, and Registration:

Possession of the following licensures, certifications, and/or registrations is required:

- Valid Collection System Maintenance Grade III Certificate issued by the California Water Environmental Association (CWEA) at the time of application; must renew and maintain throughout employment;
- Valid Collection System Maintenance Grade IV Certificate issued by CWEA, desirable;
- Must possess a valid California Class "C" Driver's License;
- Must have a satisfactory driving record and continue to meet District's vehicle liability insurance company driving standards; failure to maintain these standards may result in loss of employment;
- Confined Space Entry Certification.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require: sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Occasional fieldwork may require:

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbent may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, confined space restrictions, and intense noises.

Pre-employment Requirements:

A physical examination is required.

FLSA Status: Exempt

Employment Status: Unrepresented Employees

Approved by: Ross Valley Sanitary District Board of Directors

Date: April 20, 2016