

Job Class Code: 3600	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to plan and oversee the operation and maintenance of the sewer collection system, including both gravity and force mains. The job class is responsible for staff hiring, supervision, training, discipline, coordinating/directing sewer operations, planning, policy and procedures, and reporting. The job class plans, organizes, and implements programs within major organizational policies and guidelines. The job class independently plans and implements projects and reports progress of major activities to management through reports and presentations.

TYPICAL TASKS

- Plan, coordinate, and direct combined sewer collections and sewer reliability functions, including operation, maintenance, repair, analysis, emergency response functions and evaluation of the City’s sewer collection system including but not limited to gravity sewer, force mains, manholes, valve replacement, cleanouts, sewer washing and cleaning, CCTV, smoke testing, and restoration of infrastructure such as streets.
- Develop, implement, train, and assist staff on policy and procedures and the interpretation and administration of work procedures, policies and rules; reports progress of major activities through technical records, studies, periodic reports, manuals, conferences and meetings.
- Coordinate City sewer system activities with contractors, engineers, developers, stakeholders, management and outside agencies for operational and long-range planning needs.
- Serve as sanitary sewer overflow administrator, evaluating and analyzing sanitary sewer overflows. Attend regional meetings on behalf of the department.
- Serve on regional committees and assist in the development of programs to improve the operation and maintenance of the sanitary sewer system.
- Develop monthly statistics for sanitary sewer inspections, overflows, sewer main washing, and other system improvements.
- Manage activities necessary for preventive maintenance and legal compliance with regional, State, and federal regulations/orders.
- Develop/recommend repair strategies or replacement of sanitary sewer infrastructure. Develop new approaches or methods to solve operational problems.
- Prepare and maintain various skilled and technical reports, contracts, documents, videos, schedules, plans, maps, purchase orders, budgets, forms, evaluations, design drawings, and contract related documents.
- Assist with preparing budget and expenditure information, writing specifications, and reviewing bids and plans for both in house and contracted work.
- Attend or conduct staff and other professional meetings to exchange information.
- Attend professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.

Language Requirements	Reads scientific and technical journals, blueprints, financial reports, or legal documents; speaks informally to groups of coworkers, staff in other organizational agencies, and the general public; writes complex reports; presents training programs.
Mental Requirements	Performs professional level work requiring the application of engineering, accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of directly related, full-time equivalent experience.
Special Certifications and Licenses	Must obtain PACP/LACP/MACP certification, Class A CDL license with tank endorsements preferred; VDOT Basic and Intermediate Work Zone Traffic Control certification within six months of hire.
Special Requirements	May be expected to work hours in excess of normal scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.