

SEWER AND STORMWATER SUPERVISOR

DESCRIPTION

Under general direction, this class plans, assigns, reviews, and supervises the work of staff and/or contractors performing public works infrastructure maintenance duties including stormwater and sanitary sewer system maintenance and operations; provides complex staff assistance to management staff in areas of expertise, and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the first full supervisory level in the Maintenance class series. Duties include field supervision, inspection of work, and office administrative duties in support of the functional area of assignment. Incumbents are expected to exercise initiative and independence in implementing departmental policies, developing effective work processes and solving operational problems. This class is distinguished from the Public Works Superintendent by the latter's broader responsibility to manage all activities of a specific department-wide maintenance program. The Sewer and Stormwater Supervisor is distinguished from the Maintenance Worker II by the complexity of the work and having full supervisory responsibility over both City staff and contractors.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Public Works Director or their designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.

- Leads and oversees permit compliance and implementation of the storm water management program and wastewater collection system and private sewer lateral program. Assists with the development of annual reports and permit requirements.
- Monitors ongoing program and/or project activities for compliance with National Pollutant Discharge Elimination System ("NPDES") permit(s) for storm water and non-storm water discharges and the wastewater collection system.
- Troubleshoots, oversees, directs and participates in the maintenance, inspection, and repair of the City's stormwater mains, laterals, inlets, drainage infrastructure, maintenance holes, field inlets, drainage channels, and access roads.
- Plans, organizes, coordinates, directs, and participates in the operation and maintenance of sanitary sewer systems.
- Operates a variety of light construction equipment and wastewater collection system equipment.
- Performs the full range of duties in repair and maintenance of storm and sanitary sewers, including opening, flushing, inspecting, repairing and installing sewer lines, catch basins, and other drainage facilities.
- As assigned, represents the City in meetings with public and private organizations, community groups, contractors, developers, and the public.
- Plans, organizes, assigns, supervises and reviews the work of assigned staff to ensure that work is completed in a safe and appropriate manner.

- Trains staff in work procedures and methods; evaluates the work of staff, provides input into work selection and disciplinary procedures.
- Answers questions and provides information related to projects including resolving problems, responding to and resolving complaints, and providing technical expertise in the areas of assignment.
- Provides input into the development of the operating budget for the assigned area of responsibility; orders materials and supplies; assists in monitoring and tracking expenditures for the section.
- Mitigates vegetation growth; ensures proper maintenance and operation of channels, and access roads.
- Collaborates with management to identify and mitigate any potential flooding as well as fire, private, and city water inflow concerns.
- Inspects new installations and repair work in process and upon completion; participates in the development of new systems and equipment.
- Reviews plans and specifications; collaborates with engineering staff on plans, specifications, and inspections of construction-related Capital Improvement Projects; ensures all new infrastructure and projects meet City standards.
- Responds to emergencies as requested; coordinates activities with other responders; directs the work of staff and utilization of resources to effect repair and ensure the safety of the community.
- Prepares and maintains records related to the work performed, and materials and supplies used.
- Coordinates work and projects with contractors and/or other City departments.
- Prepares reports and correspondence.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation; and the training of staff on safety practices and work procedures.
- Collection system design, operation, and construction methods.
- City standards and specifications including materials, methods, equipment, and tools used in public works maintenance activities specific to the areas of assignment.
- Principles and practices of storm water management, water quality, creek restoration, low impact development, and storm drain design.
- Basic methods of estimating time, cost, and equipment necessary to perform assigned work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, regulations, and standards.
- Business systems, equipment, and applications relevant to the area of assignment.

Ability to:

- Organize, implement, and direct wastewater collection and stormwater system maintenance and repair operations and activities.
- Oversee and perform semi-skilled and skilled construction, modification, maintenance, and repair work on wastewater and stormwater collection systems infrastructure such as found in the City.

- Safely and effectively operate and maintain specialized maintenance and repair equipment related to wastewater and stormwater collection system inspection, cleaning, maintenance, and repair.
- Inspect work in progress and upon completion; identify areas needing improvement.
- Troubleshoot maintenance issues and determine materials and supplies required for repair.
- Respond to complaints or inquiries from internal and external stakeholders.
- Read and interpret construction drawings and specifications.
- Organize work, set priorities, meet deadlines, and follow up on assignments.
- Work well under the pressure of deadlines and in emergency situations.
- Maintain accurate logs and records of work performed.
- Interpret and apply applicable laws, codes, regulations, and standards.
- Plan, organize, and coordinate the work of assigned staff, providing training, leadership, and work direction.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise complex technical documents and reports.
- Operate a computer and standard business software programs and databases related to the area of assignment.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

Education

Equivalent to the completion of the twelfth grade.

Experience

Three (3) years of full-time experience in a related field including at least one (1) year of lead or supervisory experience.

Licenses and Certificates

For specific positions, possession and maintenance of a valid California driver's license and the ability to meet automobile insurability requirements of the County or the ability to provide suitable transportation needs as a condition of continued employment.

PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS

Physical Demands

Must be able to frequently exert force on 25-50 pound objects, occasionally up to 100 pounds; must be able to lift, carry, push, pull, or move objects requiring the use of both hands and legs; frequent standing, walking around job sites, bending, stooping, crouching, kneeling, handling, gripping, grasping, twisting, and reaching while inspecting, repairing, digging, or clearing worksites; occasional to frequent reaching at, above, and below shoulder level, extending neck upward, downward, and side to side; use various tools and equipment.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

Hearing: Effectively hear/comprehend oral instructions and communication, equipment noise, and traffic noise.

WORKING CONDITIONS

Work is performed in a combination of office and field environments, with duties divided approximately equally between indoor, computer-based work and outdoor or operational field activities. Indoor work includes regular use of a computer and standard office equipment. Field work includes site visits, inspections, meetings, and operational oversight.

The position frequently works outdoors and indoors and may work around machinery. The employee may occasionally to frequently drive motorized equipment or City vehicles and may be exposed to uneven or slippery walking surfaces. Occasional exposure to electrical energy, chemicals, water, hazardous materials, excessive noise associated with traffic or mechanical equipment, dust, fumes, gases, odors, solvents, grease, or oil may occur.

Field work may involve exposure to varying weather conditions and temperatures and, on a limited basis, work at heights or in confined spaces. The employee may be expected to be on-call for emergencies or safety-related issues.

Supplemental Information

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.

Established: January 2026
Unit: Teamsters Local 315, Full Time
FLSA/Position: Non - Exempt