

**Greater Peoria Sanitary District
Position Description**

Job Title:	Collection System Supervisor	FLSA Classification:	Nonexempt
Department:	Operations	Salary Grade:	6
Division:	Operations	Salary Range:	\$81,608-\$110,313
Section:	Collection System	Replaces Copy Dated:	02/15/2021
Date:	02/21/2024		

Reports to: Director of Operations

Supervises: Bargaining unit staff and assisting supervisory staff within the Collection System Section of the Operations Department.

Position Type and Expected Hours of Work:

- Full-time (forty (40) hours per week); Monday through Friday (7:00 a.m.-3:30 p.m.).
- Overtime expected, the degree to which varies.

Work Environment: Both indoors (cubicle in open office setting) and outdoors (including, but not limited to, an industrial environment).

Travel: Rare; Infrequent travel for training purposes

Summary/Objective: Towards fulfillment of the organization's mission and Departmental objectives, lead and supervise the Collection System Section of the Operations Department, which is generally tasked with maintaining the functioning and operational status of collection system sewers and manholes.

Duties/Responsibilities:

- Administer personnel matters including, but not limited to, payroll accounting, performance reviews, training and disciplinary measures;
- Towards the accomplishment of District, departmental and personal objectives, establish goals for personnel within the Collection System Section;
- For the improvement of working conditions and efficiencies, welcome and gather comments and suggestions from others within the Department, assuring routing of the same to the Director of Operations;
- Know, advocate for and teach to others the District's mission statement and core values;
- As requested by the Director of Operations, interview and provide input for the selection of prospective employees;
- To facilitate the completion of assigned work, supervise the activities of all personnel within the Collection System Section, including the definition and communication of responsibilities, standards, expectations and performance;
- Assist the Director of Operations with the management of District assets, including the planning for the repair, rehabilitation and replacement thereof;
- To maximize benefit for the public and the District, critically evaluate both existing materials and methods for completing assigned work, as well as, potential alternatives;

- Logically and rationally identify and solve problems, participating in and contributing to forums and groups specifically intended to facilitate problem solving within the Department;
 - To efficiently and effectively complete work, coordinate activities with other supervisory staff of the Department;
 - When necessary, solicit external proposals for the completion of defined scopes of work;
 - Maintain a safe work environment consistent with established safety procedures. Advocate for the District's safety objectives and propose innovative methods for achieving a safer working environment;
 - Within the District's information systems, both read and understand information about the District's assets and provide input regarding both the status of the work thereon and resources required to complete the work;
 - Both during and outside of regular working hours, as needed, respond to notifications from both customers and District facilities regarding disruptions in sewer service, alarm conditions, etc. If necessary, respond to conditions on-site, including diagnosis of the cause of the disruption or condition, mobilize resources necessary to implement solutions, and oversee work towards completion of the same;
 - As needed, assist both the Director of Operations and the Asset Management Specialist in both the District's broader asset management initiative and, more specifically, the development and maintenance of the District's computerized maintenance management system (CMMS);
 - Assist District staff with their utilization and interaction with the District's CMMS;
 - Engage with industry-related organizations of interest to the District, including, but not limited to, the wastewater operator, collection system maintenance and industrial-safety communities;
 - Promote the professional growth of employees within the Collection System Section;
 - Assist the Director of Operations with various tasks as requested or assigned, including, but not limited to, performance reviews of non-Collection System staff, budget preparation, filling in for Operations department supervisory staff, and assisting other work sections/departments as needed.
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Competency:

- Must have strong organizational skills;
- Must have strong interpersonal skills and be articulate and professional when dealing with coworkers, contractors and vendors;
- Must be comfortable working within an industrial facility;
- Must be self-motivated and disciplined;
- Must have a substantial attention to detail and quality assurance;
- Must analytically solve problems, from problem recognition and definition to solution;
- Must be able to perform work in a variety of weather conditions.

Physical Demands:

- Perform bending, sorting, kneeling, standing for long periods of time, and reaching to both ground level and overhead;
- Must be able to lift and carry fifty (50) pounds at a time;
- Must be capable of performing work at heights, including working from scaffolding and mechanical lift equipment;

- Must be able to traverse property surrounding sewers and manholes within the wastewater collection system;
- Must be physically able to perform repairs when needed;
- Prolonged periods sitting at a desk and working on a computer;
- Must be capable of working in confined spaces, including CPR/First Aid/AED certification.

Required Education and Experience:

- Must be fully qualified and licensed to operate motor vehicles (Class D license);
- Must be sufficiently competent in the use of computing and communication devices so as to be supportive of the District's information systems;
- Within one (1) year of either hire or the date of this Description, whichever is later, by the Illinois Environmental Protection Agency (IEPA), certified as a sewage collection system operator;
- Holder of a Commercial Driver's License (CDL) with a Tanker Endorsement;
- Graduation from high school or equivalent.

Preferred Education and Experience:

- Prior experience working within the fields of either water treatment and distribution or wastewater collection and treatment;
- Prior experience in either the operations or engineering of a utility company or an industrial facility;
- By the Office of the State Fire Marshall (OSFM), recognized as a certified Illinois Class A/B/C Underground Storage Tank (UST) Operator;
- By the IEPA, certified as a Class 1 sewage treatment works operator.

Disclaimer: This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.