

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

Job Description: *Collection System Supervisor, Management Level*

Summary

The Collection System Supervisor will provide leadership and supervision in the activities of the Collection System Department. The Collection System Supervisor will oversee and manage all personnel associated with operations of the Collection System. The Collection System Supervisor will be responsible for all administrative functions of the department including, but not limited to, the assignment, supervision and review of all work, payroll, requisitioning equipment and parts, obtaining quotes for supplies and equipment and any other duty necessary for the proper and efficient operation of the department.

Duties and Responsibilities

Overall responsibilities include, but not limited to, direct day to day supervision of the Collection System department and operation and maintenance of all pump stations, sewer lines, TV inspection equipment, sewer jetting and vacuuming, metering pits in accordance with all Authority regulations, standards, and procedures. The position will report directly to the Superintendent.

Qualifications:

- High school diploma or GED supplemented by vocational/technical training in wastewater and water treatment plant operations and collection systems.
- Five (5) years supervisory experience involving collection system operations and equipment maintenance or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid driver's license with acceptable driving record in the State of New Jersey.
- Must possess or prove experience in purchasing and budgeting procedures.
- Must possess New Jersey State Collection System License Level 3 (C3) or higher.

Knowledge:

- Principles and practices of collection system and wastewater treatment plant operations.
- Operating principles of valves, pumps and motors.
- Principles and methods of maintaining sanitary sewer lines including force mains and gravity sewers.
- Effects and problems of industrial waste in wastewater treatment processes.
- Safety principles and practices.
- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.
- Functions and organization of municipal government.
- Budgeting procedures and techniques

Ability To:

- Direct the operations of collection system, including the operation of pump stations, force mains, gravity sewers, sewer jettors, TV inspection equipment.
- Diagnose operating problems and direct effective correction procedures.
- Supervise, train and evaluate assigned staff.
- Prepare required reports and maintain complete record keeping procedures.
- Establish and maintain effective sample procedures of raw wastewater, if necessary.
- Ensure the proper chemical testing procedures performed by operations staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater.