



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Collection System Manager	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD)	Position Type:	Full Time
Typical Work Schedule:	Varies	Pay Range:	
Contact Information:	740/833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for the operation and maintenance of the sanitary sewer collection system and the commercial surcharge sampling program. Individual reports to the Operations Superintendent.

Job Standards

A high school diploma or equivalent plus related work experience and special training are required.

Individual must possess an Ohio EPA Class II Wastewater Collection System Operator Certification or higher.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain class B with necessary endorsements within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability

A Pipeline Assessment Certification Program, Manhole Assessment Certification Program, and Lateral Assessment Certification Program certifications are required.

All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Required to be the Ohio EPA Operator of Record for the Collection Systems for the entire DCRSD;
- Supervises and organizes after hour call-ins and repairs on an as needed basis;
- Responds to emergency situations, coordinates personnel and equipment, implement needed procedures and precautions;
- Implements, updates and manages the DCRSD Capacity, Management, Operations and Maintenance (CMOM) program;
- Implements, updates and manages the DCRSD Fat, Oil and Grease (FOG) program;
- Tracks the inspection and progress being made on projects subject to the 5 year sub-dividers Maintenance Bond agreements;
- Supervises the jet/vacuum truck for routine and emergency cleaning as required;
- Supervises the use and maintenance of camera equipment to maintain the Collection System;
- Supervises and insures the efficient operations of the Wastewater Collection System;
- Supervises and organizes the commercial surcharge sampling program by scheduling field samples and providing customer service;
- Instructs personnel in use of portable sampling equipment and maintenance;
- Locates infiltration and inflow leaks by using smoke and dye testing procedures;
- Schedules repair work on system by securing excavation equipment and contract repairs required for sewers or force mains;
- Supervises the installation and maintenance of temporary flow meters and/or sampling devices and collects samples from various commercial and industrial sampling sites;
- Maintains all related collection system maintenance records;
- Maintains and installs odor control equipment within the collection system;
- Prepares daily, weekly, monthly and annual reports as required by the Operations Superintendent and the Ohio EPA including, but not limited to, the daily operator of record log, project task lists, annual SSO reports, and effectively corresponds with the Ohio EPA on the annual compliance inspection reports and other correspondence as required;



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ESSENTIAL JOB FUNCTIONS CONTINUED:

- Coordinates the procurement of various products and services required by the DCRSD including the preparation of bid specifications, evaluation, product performance testing, contract preparation and recommendation for the selection of the best bidder to the Operations Superintendent;
- Plans, schedules, organizes and supervises the work of the facility personnel, including time and attendance scheduling, authorizing overtime and sick, compensatory or vacation leave;
- Assigns work, plans work schedule, monitors and trains employees;
- Conducts inspections and maintains assigned work areas, as required;
- Maintains a complete inventory of all department tools and equipment;
- Consistently administers and enforces rules, regulations and department policies;
- Serves on the DCRSD's Joint Health and Safety Committee and assist with the administration of safety policies and procedures;
- Prepares preliminary budgets for operation and maintenance of the department;
- Monitors the department's budget and makes necessary adjustments throughout the fiscal year;
- Reviews and recommends staffing, scheduling and equipment needs to Operations Superintendent;
- Approves bi-weekly payroll for subordinate employees;
- Ability to effectively manage, supervise and lead subordinate personnel;
- In conjunction with the Operations Superintendent and Human Resources, prepares responses to grievances per the Collective Bargaining Agreement;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment

- Individual operates computer, related applications and other equipment necessary to perform duties.
- Individual must be able to operate all equipment associated with the department.
- Individual occasionally uses rubber gloves and eye protection for safety purposes.
- Ability to use a motor vehicle is required.

Critical Skills/Expertise

- Thorough knowledge of materials, tools, and standard practices of a variety of mechanical trades with particular emphasis on collection system equipment;
- Ability to read and interpret written material, blueprints, service contract, bid documents and construction drawings;
- Thorough knowledge of the occupational hazards associated with general maintenance operations, including confined space entry;
- Thorough knowledge of wastewater treatment chemicals and associated SDS;
- Knowledge of mechanical means and methods;
- Thorough knowledge of pumps, motors, valves and collection system equipment;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Thorough knowledge of OSHA safety practices and procedures;
- Ability to communicate effectively, both orally and in writing;
- Ability to communicate and work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors in regards to collection system maintenance, backups or spills;
- Ability to organize and direct operations;
- Ability to define problems and initiate corrective action;



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- Ability to perform mathematical calculations;
- Ability to effectively supervise, manage and lead subordinate personnel;
- Knowledge of federal and state EPA regulations;
- Ability to determine facts and draw valid conclusions;
- Knowledge of basic supervisory skills;
- Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Manager provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.

SUPERVISORY AND MANAGERIAL FUNCTION:

Span of Control: Individual supervises the following subordinates:

- Collection System Technicians
- Lead Collection System Technician

Supervisory Functions:

Planning: Individual plans short and long term goals of operations to achieve goals.

Organizing: Individual coordinates maintenance projects with Department Managers to achieve goals as required.

Budgeting: Individual prepares recommendations for the budget to operate and maintain the collection system.

Instructing: Individual instructs subordinates in proper operations, sampling techniques, also maintenance for the collections system.

Training: Individual ensures proper training for each collections system technician in the proper duties and techniques for the collection system.

Counseling and Discipline: Individual disciplines and counsels employees within the rules and regulations of Delaware County and within the collective bargaining agreement.

Other Personnel Functions: Individual approves subordinates leave requests, helps interview new employees, and evaluates subordinates' performance.



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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#:

Job Code:

Wage:

FLSA Status: Exempt

Civil Service Class: Classified

Adopted by Resolution: 3-10-14