SEWER PROGRAM SPECIALIST

Definition:

Under general supervision performs a variety of staff support duties for the sewer program; plans, organizes and schedules a variety of sewer system related tasks and activities; initiates Sanitary Sewer Overflow (SSO) notifications; reviews sewer video inspections; prioritizes maintenance and repairs and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Reviews sewer video inspection data for visual defects and prioritizes and schedules sewer repairs and maintenance as needed.

Schedules, reviews and updates maintenance and contractor work schedules related to the sewer system.

Responds to call outs related to sewer spills; identifies/confirms hazard(s) and performs on-scene photo documentation.

Prepares Regional Water Quality Control Board (RWQCB) required reports related to SSO notification.

Assembles a variety of data and prepares updated working documentation and visual aids, including maps, lists and schedules, for staff and contractors as needed.

Creates and maintains specialized databases related to the sewer system.

Drafts contracts and specifications and prepares bid packages and requests for proposals and assists in the selection and evaluation of contractors and service levels.

Responds orally or in writing to questions from the public and representatives/owners of food service establishments related to the Fats, Oils and Grease (FOG) program.

Reviews flow monitoring data and generates reports and graphs as needed.

Maintains a variety of work history documentation and manual and computerized files.

Operates a personal computer and uses applicable software to produce a variety of correspondence, reports and related material.

Operates a variety of photographic and video equipment.

Assists in departmental budget preparation.

Oversees and monitors the work of staff as assigned.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

May provide direction to others as assigned.

Class Characteristics:

Sewer Program Specialist is a single incumbent position in the Maintenance Services Department with duties related to the surveillance of the City's sewer infrastructure and general support of the Sewer Program. Duties require judgment and initiative and are performed with limited supervision.

Contacts and Relationships:

The Sewer Program Specialist establishes and maintains contact with staff in the Maintenance Services Department. Contact will also occur with businesses and the public related to sewer issues, other City staff and government agencies related to SSO issues.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Methods, practices, procedures and equipment involved in sewer maintenance work.

Basic National Pollution Discharge Elimination System (NPDES) and applicable waste discharge requirements.

Basic sanitary sewer collection systems and maintenance practices.

Contract administration/monitoring as it relates to area assigned.

Computer applications related to area assigned.

Basic methods of research, analysis and report writing relate to area assigned.

English usage, spelling, grammar.

Ability to:

Handle multiple deadlines and multiple projects.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Research, compile and evaluate data.

Provide direction to contractors and others as may be assigned.

Establish and maintain effective relationships with those contacted in the course of work.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Prepare and maintain records and logs of activity and compose correspondence.

Operate a personal computer and use applicable software.

Use or learn to use photographic/video equipment.

Communicate effectively orally and in writing.

Understand and follow oral and written instructions independently.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school and some completed coursework from an accredited college or university in Business Administration, Public Administration or a related field.

AND

Experience:

Two years of responsible public contact work to include some increasingly responsible sewer services related experience.

Special Requirements:

Valid and appropriate California Drivers license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to include call out to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in the field documenting SSO conditions. In the office, work requires sitting for periods of time and using a computer, keyboard and related equipment. When work is performed on-site the incumbent uses photographic equipment, may stand and walk on slippery/uneven slopes and surfaces, be exposed to the elements, dust, fumes, damp conditions, vehicular traffic and a variety of hazardous substances. The incumbent drives a vehicle on City business, crouches, reaches, bends and grasps and may lift and move boxes of records and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established July 2005.