



SEWER DISTRICT POSITION DESCRIPTION

Position: Collections Superintendent

Reports To: District Director

Group: Collections

Work Location: Primary Workplace – Indian Lake WWTP

Normal Work Days/Hours: 40 Hours/Week

Creation Date: 2/23/2020

Revision # 0

Revision Date:

Position Summary:

The Collections Superintendent is primarily responsible for the management and operation of the District's Sanitary Sewer Collection System, staff assigned to the Collections Group, assist the Director in the administrative duties of the District including capital projects, budgets, long-term planning and staff development. The Collections Superintendent may be assigned to serve as the "Acting District Director" in the absence of the Director.

Job Dimensions:

The Logan County Sewer District Collections Group includes 10 subordinate positions including the Electrical & Control Crew Leader, Operations & Maintenance Crew Leader, Inflow & Infiltration Crew Leader and 7 Collection Operators. The Sanitary Sewer Collection System consists of 100+ miles of gravity sewers, numerous force main sewers, approximately 30 lift stations, and 300 residential/commercial grinder pump stations. The sewer system serving the Indian Lake WWTP has a Class II Sewer System designation and the Flat Branch WWTP has a Class I Sewer System designation.

Nature and Scope:

The Collections Superintendent is a Senior Supervisor position that reports directly to the District Director. This position will frequently work with other governmental/regulatory offices including the Ohio EPA, Auditor's Office, County Prosecutor, County Engineer, and County Recorder's Office. Communicates and coordinates frequently with the District Administration Office regarding tap permits, inspections, billing, ordering of supplies, purchasing and paying approved invoices, repairs to the system, addressing customer complaints, etc....

The Collections Superintendent meets with subordinate personnel to approve work schedules,

District assignments, and to review maintenance/operations activities and set goals and objectives. The Collections Superintendent assists in the development and enforcement of District work rules, assists the Director in evaluating staff performance and recommends discipline for employees.

The Collections Superintendent is responsible for the Collection Group staff performance and development. The number and types of positions may be altered as needed to meet District objectives. Oversight of staff outside of the Collections Group is on an assigned basis as determined by the Director in his/her absence.

Major Responsibilities and Essential Functions of the Collections Superintendent Include:

- Assign projects and allocate resources for Collection Group staff.
- Address complaints/concerns raised by the District personnel, customers, and the general public.
- Review site plans to determine compliance with District Construction and Engineering Standards.
- Assist the Director in the Development and Enforcement of the District’s “Construction & Engineering Standards”.
- Assist the Director in the Development and Enforcement of the District’s Sewer Use Rules & Regulations.
- Advise contractors and plumbers on sanitary sewer construction standards and design criteria.
- Initiate, investigate, and implement operational improvements within the collection system.
- Prepare, or oversee the preparation of, reports and assembling related material for the District Director, Consultants and Regulatory Agencies...
- Meet with the District Director to review project status and District activities.
- Attend County Commissioner meetings as assigned by the Director and/or requested by the Commissioners; gives presentations to County Commissioners on legislation and project activities.
- Develop and administer the District’s Inflow and Infiltration (I&I) reduction program.
- Work with consultants on system improvements and hydraulic
- Professional development of staff in job related duties and assignments.
- Promote a positive and effective work environment.
- Utilize District staff and resources in a safe, productive and efficient manner.
- Assist in the development and enforcement of Personnel Health & Safety Programs

Other Requirements

- Ability to work in all weather conditions.
- De-escalate stressful situations to foster positive outcomes for staff and customers.
- Ability to physically perform the functions of subordinate staff such as deploy & retrieve portable flow meters and samplers, remove and replace manhole lids, transport and set up portable pumps and generators, climb stairs/ladders, stand and sit for extended periods
- Ability to identify hazardous chemicals and potentially dangerous environments and/or conditions such as confined spaces and develop appropriate safeguards and procedures.
- Work and communicate well with coworkers, vendors, consultants, regulators, supervisor(s), elected officials and the general public.
- Normal or corrected hearing and vision capabilities and health within the limits set by the State of Ohio to issue a Commercial Driver’s License.
- Develop, implement and enforce safety programs, rules and precautions throughout the District.
- Ability to read and interpret construction plans.
- Demonstrate ability and aptitude in construction, complex sewer systems, as well as other

- general plumbing, electrical and mechanics.
- Experience with SCADA system development, integration and use.
- Must be able to report to Indian Lake WWTP within 1 hour of notification to respond to emergency call outs.

Primary Objectives:

- Ensure that the District conforms to rules and regulations established by the EPA, OSHA, County Policies and other regulatory agencies.
- Ensure the District completes CMOM related activities.
- Assist in the development of the District’s annual and long-term budgets.
- Integrate and use various specialized software and hardware in District Operations including:
 - Granite (CUES)
 - Flow/Rainfall Meter Software and data
 - GIS/Asset Management
- Assist in the development, implementation and enforcement of Safety Programs such as Confined Space, Lock Out/Tag Out, Fall Protection, Trenching/Shoring, Hazard Communication, etc...

Qualifications:

- High School Diploma or GED
- An Ohio EPA Class II Collection Operator license or Ohio EPA Class II Wastewater Treatment Operator License, or ability to obtain certifications within a time specified by the District Director, is required.
- Must possess a valid state of Ohio Driver License at the time of hire. Possess or obtain a State of Ohio Class B Commercial Driver’s License (CDL) with tanker and air brake endorsements within 12 months of appointment.
- Possess and maintain a clean driving record that is acceptable to the District’s insurance provider and County requirements.
- Thorough knowledge of the principles and practices governing the operation, service, construction, and maintenance of publicly owned sewer systems.
- Proficient with the use of a Personal Computer and Microsoft Office
- A minimum of three (3) years of operating experience in either a Class II Sanitary Sewer System or a Class II Wastewater Treatment Plant or combination of both.
- A minimum of two (2) years of supervisory experience in a Publicly Owned Utility or similar.

This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee’s supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action that could include demotion or termination.

 Brian Schultz
 LCWPCD Director

 Date:

 Date