

## **Collection System Supervisor**

**Belmont County Water and Sewer District - Saint Clairsville, OH 43950**

### **Job Description**

**Position:** Collection System Supervisor

**Hourly Rate:** \$21.97

**Department:** Wastewater Treatment Plant

### **Job Duties:**

Manages and coordinates employees' work activities associated with the sanitary sewer collection system. Schedules sanitary sewer taps and maintenance/repairs of; lift stations, sanitary sewer lines, air releases, manholes, I/I removal, etc. with both district employees and approved contractors. Maintains a safe and secure work environment, perform various unskilled and skilled task including, but not limited to: repair and installation of sanitary sewer lines, taps, manholes, air releases and pumps. Performs preventative and service maintenance on lift stations. Cleans and maintains sanitary sewer lines. Responds to customer sanitary sewer issues. Manual labor such as: digging, lifting, jackhammer, etc. Maintenance of treatment plant to include: equipment repair, plumbing repair and weed control. Knowledge of SCADA system operation. Assist equal or higher classified personal. Cleans and maintains department equipment including: hand tools, vehicles, workshop, heavy equipment, etc. Performs other related work as required.

### **Additional Job Duties:**

Obtain and review pricing from contractor and vendors. Submit requisitions for materials and contractor services. Submit reports and respond to OEPA inquiries. Operation of sanitary sewer video inspection camera equipment, perform inspections on grease traps and new sanitary sewer lines. May perform portions of the work of higher classified positions occasionally as assigned.

### **Major Work Characteristics:**

Essential employee, mandatory overtime. Supervising skills, training new employees. Knowledge of safe work practices and procedures involving the use of hand and/or power tools. Ability to read and understand utility mapping, carry out detailed written or oral instructions, maintain a log of activities, demonstrate dexterity and skillful use of hands. Recognize safety warnings, stand, and walk and bend continuously.

### **Physical Requirements:**

See Belmont County Water and Sewer District Functional Job Analysis by Working Options.

### **Minimum Requirements:**

High school education, valid driver's license, Class B CDL with tanker endorsement, four (4) years of experience in sanitary sewer collection system with one (1) year experience as a Collection System Operator II, Ohio EPA Collection System Operator II Certification.

### **Unusual Work Conditions:**

Exposed to raw sewage, tolerance to odor. May be exposed to various extreme weather conditions (e.g., heat, cold, rain, snow, sun). May work evening shift. May be exposed to general outside hazards such as poison ivy or oak. Exposed to potentially dangerous power equipment (e.g., electric drills, saws, grinders, tapping machine, cutting equipment, etc.)

Work Hours: Monday – Friday with evening and weekend on call availability.

County benefits including medical, dental, vision, county funded retirement, and many more available.

To apply, submit resume to  
[becca.hughes@belmontcountywater.com](mailto:becca.hughes@belmontcountywater.com) or [cstock@belmontcountyohio.org](mailto:cstock@belmontcountyohio.org).