



| Job Description | |
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| Job Title: | Collection Superintendent Pay Range: \$96,533 – \$146,307 |
| Department: | Collections System Effective Date: 4/2026 |

Job descriptions are intended to present a descriptive list of the range of duties performed by the employee and are not intended to reflect all duties performed within the job.

GENERAL PURPOSE

Performs a variety of managerial, supervisory, and advanced technical duties related to planning, organizing, and coordinating the daily management of the collection system including, environmental standards compliance, industrial pretreatment program (in accordance with 40 CFR part 503) and operations and maintenance of the wastewater collection system.

SUPERVISION RECEIVED

Works under the general supervision of the District Manager. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines involving significant accountability and decision-making responsibilities.

SUPERVISION EXERCISED:

Provides close to general supervision to all employees in the Collection System Department.

ESSENTIAL FUNCTIONS

Directs and closely supervises operation of collection system and pretreatment program; prepares daily and weekly work schedules for crew(s); maintains various work records related to test results, quality, efficiency, and time worked; inspects completed projects to assure standards and regulations are adhered to; evaluates employee performance and makes recommendations affecting job retention, advancement, and discipline

Manages District programs to assure compliance with various federal and state laws and regulations governing the controlling of environmental factors contributing to morbidity and mortality; develops policies and procedures as needed to implement environmental program regulations.

Participates in the recruitment and selection process; reviews position applications, selects top candidates, conducts employment interviews and recommends hiring; orients new hires to job duties and responsibilities. Develops training materials and conducts employee training. Evaluates employee performance and makes recommendations affecting job retention, advancement, and discipline.

Develops operational procedures related to all aspects of collection system management (including televising and high-pressure cleaning) and pretreatment program; assures District operations are in strict compliance with federal and state regulatory guidelines and standards; attends Board Meetings to provide information and deliver reports. Shall attend Board Meetings to provide information and deliver reports as assigned.

Supervises and monitors contractors work on District lines; coordinates with contractors, engineers, and system maintenance companies; attends pre-construction meetings, reviews plans and specifications and assists in problem solving in order to facilitate project development and implementation; makes

recommendations related to master plans and models; performs field inspections of contracted work to assure compliance with specifications.

Assists in the development of the annual budget by preparing projections of operational expenses and capital financing needs for pretreatment program and collection system; prepares specifications for material and equipment needs requiring special budgeting.

Maintains and oversees the development, use, and updating of the District's collection system computer-based GIS. Oversees the application of NASSCO (National Association of Sewer Service Companies) standards for the District's collection system operation and maintenance, including the PACP (Pipeline Assessment and Certification Program) and MACP (Manhole Assessment and Certification Program) programs of assessing the condition of pipelines and manholes in accordance with established NASSCO criteria. Uses information from the assessment programs to rank and prioritize projects to address problems found. Coordinates with engineering consultants in developing the scope of pipeline rehabilitation projects. Develops and oversees the use of the collection system CMMS used for the District's Asset Management Program. Maintains files of blueprints and maps of entire District collection system; updates maps and layouts of sewer mains as needed to assure accurate records of the location of sewer lines and manholes.

Serves as a project leader; represents the District on field projects; serves as first-responder, reviews emergency situations and makes decisions related to processes and procedures; performs general trouble shooting; makes emergency decisions; ~~reads, records, and maintains sewage flow meters.~~

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Bachelor's degree in environmental science, civil or environmental engineering, construction management, or a closely related field

And

Four (4) years of experience, two (2) years of which must have been in a lead or supervisory capacity;

OR

An equivalent combination of education and progressively responsible experience in wastewater collections system operations and maintenance.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of technical treatment plant equipment and machinery, plant operation and maintenance; thorough knowledge of industrial pretreatment program and EPA regulations; considerable knowledge of plant processes; considerable knowledge of division policies and procedures; thorough knowledge of laws, ordinances and regulations governing wastewater collection and treatment; working knowledge of sewer hydraulics; working knowledge of basic bacteriology; thorough knowledge of hazards and precautions associated with trench work and sewer line construction; considerable knowledge of basic principles of supervision; thorough knowledge of District collection system network, line and manhole locations.

Ability to adapt to emergency or unusual situations; ability to tolerate weather extremes in the workplace; ability to communicate effectively, verbally and in writing; ability to perform strenuous manual labor; ability to develop working relationships with supervisors, co-workers and the public.

3. Special Qualifications:

Must be a certified level IV Collection Wastewater Operator.

Must possess a valid State of Utah Class B Commercial Driver's License with endorsements for air brakes and tank vehicle.

Must be able to obtain military security clearance.

Willing to be available on-call and 24-hour standby in case of emergencies. Work may occasionally involve attending evening meetings, weekend assignments, and out-of-state travel.

WORK ENVIRONMENT

The work is medium work which requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently. General office setting with intermittent sitting, climbing, crouching, kneeling, and walking. Occasionally working on high ladders and in manholes; Subject to potential exposure to methane, hydrogen sulfide and other dangerous gases, fast moving vehicles, and possible exposure to industrial waste and pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc. Considerable stress associated with frequent public contact and deadline demands. Frequent exposure to heat, cold, dampness, fumes, dust and equipment noise, pumps, motors and moving equipment.