Wastewater Collections System Supervisor
Job Description

Reports To: Wastewater Collections System Manager
Department: Wastewater Collections

Classification: Non-Exempt
Pay Range: $26.80 - $44.24 Hourly

Position Summary

The Wastewater Collections System Supervisor oversees all work related to the planning, coordination, and execution of construction, repair, and maintenance activities for the wastewater collection system and reclaimed water infrastructure. This role provides direct supervision of field staff, assigning tasks, monitoring performance, and ensuring safe and efficient work practices.

Essential Duties and Responsibilities

The following duties are representative of the functions performed in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the role.

- Review SCADA data sheets on lift stations.
- Develop and coordinate work schedules for the repair and maintenance of lift stations, reuse taps, and sewer services.
- Conduct wastewater testing in response to leaks or service concerns to ensure system integrity.
- Operate and perform basic maintenance on hand tools and both light and heavy equipment as needed.
- Read, update, and maintain various records.
- Effectively troubleshoot and resolve issues involving wastewater, reclaim lines and related systems.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Technical Skills

- Operate basic office equipment (computers, printers, copy machines, phone systems, and fax machines).
- Ability to perform rapid, accurate mathematical calculations related to daily tasks.
- Knowledge of water distribution, wastewater collection and reclaimed water systems, along with a knowledge of general construction practices.
- Familiarity with local geography, street, and meter locations to support operational efficiency.

Communication and Interpersonal Skills

- Strong verbal and written communication skills.
- Build and maintain professional relationships with associates and interact with employees at all levels.

- Communicate with customers in a polite, respectful, and professional manner, serving as a positive representative of the company and reinforcing commitment to quality service.

Professional Traits

- High level of integrity, responsibility, and reliability in meeting deadlines and fulfilling commitments.
- Commitment to maintaining safety standards and professional conduct.

Leadership Abilities

- Assume management responsibilities in the absence of the Wastewater Collections Manager.
- Observe and document employee actions and behaviors, providing clear, constructive feedback to ensure accountability and support development.
- Ability to manage and resolve conflicts constructively, fostering a cooperative and respectful work environment.
- Assign and monitor daily tasks, ensuring adherence to safety standards, procedures, and timeframes.

Education and Experience

- High school diploma or GED.
- Minimum Three (3) years' experience in the operation of water, wastewater, reuse systems, or a combination of education, training, and experience to meet the desired qualifications.

Licenses, Certifications, or Registrations

- Valid Driver's License (must meet insurability requirements of company insurance provider).
- State of Florida Class A Commercial Driver's License or the ability to obtain one after six (6) months.

Physical Requirements

Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job.

- Must have manual dexterity to operate equipment.
- Requires the ability to use close and distant vision, adjust focus, and perceive information at normal spoken word levels.
- Requires the ability to distinguish shades of color.
- Physically demanding tasks may include standing, walking, lifting, pulling, bending, stooping, crouching, reaching, crawling, climbing, and repetitive motions.
- Moderate to heavy lifting is required (up to 50 pounds).
- Exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, heat and cold, noisy and dusty conditions, odors, heights, and working with moving objects and vehicles.

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Job Description Acknowledgement

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position with or without reasonable accommodation.

_____ _____

Signature **Date**

_____

Name (Printed)

4401 Woodbine Rd. Pace, FL 32571 (850) 994 – 5129

Employment Application

Pace Water System is proud to be an Equal Opportunity Employer. Programs, Services & Employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodations for the application or interview.

Position Applied for: _____

How were you referred to us: _____

Full Name: _____

Address: _____

Phone: _____ Email: _____

Date Available to Start: _____ Salary Requirements: _____

If you are under 18 years of age, can you provide a work permit? ☐ Yes ☐ No

If no, please explain: _____

Have you ever worked for this company? ☐ Yes ☐ No If yes, when? _____

Are you legally allowed to work in the United States? ☐ Yes ☐ No

Answering yes to this question does not constitute an automatic rejection for employment

Type of employment desired: ☐ Full Time ☐ Part Time ☐ Temp ☐ Seasonal

Driver's License Number: _____ State: _____

Education History

Name & Location of High School: _____

Did you Graduate? ☐ Yes ☐ No

Name & Location of College: _____

Years Attended? _____ Degrees Completed: _____

Other Subjects Studied: _____

Trade, Business or Correspondence School: _____

Years Attended: _____ Subjects Studied: _____

Did you Graduate? ☐ Yes ☐ No

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Employment Application

Summarize Your Special Skills or Qualifications

_____

_____

_____

_____

_____

Previous Employment (begin with most recent position)

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

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Employment Application

Position(s) Held: _____ Dates of Employment: _____

Company Name: _____ Phone: _____

Address: _____

Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____

Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for Reference? ☐ Yes ☐ No

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize instigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature of Applicant: _____ Date: _____