

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

10-26-2023

**WASTEWATER CONVEYANCE SUPERVISOR, 4113**

**Summary of Duties:** A Wastewater Conveyance Supervisor assigns, reviews, and evaluates the work of a crew of workers engaged in the maintenance and repair of sanitary sewers and storm drains in a large geographic district or in a specialized Citywide sewer maintenance unit; applies supervisory standards and techniques in building and maintaining an effective work group; and fulfills equal employment opportunity responsibilities.

**Class Characteristics:** A Wastewater Conveyance Supervisor is responsible for implementing and directing a program of sewer and storm drain preventive maintenance and repair in a geographic district or for a specialized Citywide unit. An employee in this classification assigns and determines priority of work, addresses emergencies, makes field inspections, assigns field crews, prepares administrative records and reports for the district or the unit, and personally supervises special jobs. A Wastewater Conveyance Supervisor is responsible for the general supervision and review the work of all the sewer maintenance district, including unusual situations and major construction projects. Incumbents in the classification of Wastewater Conveyance Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities, including application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time off requests.

**Examples of Duties:**

- Plans and directs all sewer, storm drain, and channel maintenance activities in a geographic district or in a specialized Citywide sewer maintenance unit;
- Prepares budget requests and justifications for personnel and equipment for a geographic area;
- Ensures that adequate supplies are available for field crews and that workers in the district are properly trained;
- Recommends disciplinary actions or prepares commendations for employees;
- Takes necessary action in emergencies, such as sewer line cave-ins;
- Personally supervises repairs of large breaks in sewer lines;
- Checks on complaints, such as flooded basements, which could result in claims against the City;
- Inspects sewers for damage from contract work done in proximity;
- Supervises incidental force account construction work;
- Prepares reports related to storm drains and sewer lines in need of replacements;
- Analyzes closed circuit videotape surveys of sewer lines and prepares reports of needed repairs;
- Maintains records of all major flow diversions from one outfall to another;

- Makes field assignments to sewer maintenance crews and follows up on the progress of their work;
- Maintains daily work logs and checks time sheets;
- May act as a the manager in the manager's absence;
- Communicates equal employment information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotions as described in the City's Equal Employment Opportunity Program; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Minimum Requirements:**

1. Two years of full-time paid experience as a Wastewater Conveyance Operator with the City of Los Angeles; **or**
2. Two years of full-time paid experience as a Refuse Crew Field Instructor with the City of Los Angeles; **or**
3. Two years of full-time paid experience as a Wastewater Treatment Mechanic with the City of Los Angeles or in a class at that level, which provides experience in the installation, maintenance, or repair of wastewater treatment facilities or wastewater pumping facilities.

**License:**

- A valid California Driver's License is required prior to appointment.
- A valid Class "B" driver's license may be required for some positions.

**Special Certification:**

- A California Water Environment Association Grade II Collection Systems Maintenance or Mechanical Technology Certificate is desired

**Physical Requirements:**

- Strength to perform average lifting up to 15 pounds and occasionally over 15 pounds;
- Good speaking and hearing ability; and
- Good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**