

COLLECTION SYSTEMS MAINTENANCE WORKER I/II

DEFINITION

Under immediate (Collection Systems Maintenance Worker I) to general (Collection Systems Maintenance Worker II) supervision, performs a variety of maintenance, operational, and repair tasks involved in the District's sewage collection systems, and sewage lift stations; operates a variety of maintenance and construction tools and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Collection Systems Maintenance Worker I) to general (Collection Systems Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Collection Systems Maintenance Worker I: This is the entry-level classification in the Collection Systems Maintenance Worker class series. Initially under close supervision, incumbents learn and perform routine duties in collection systems, and sewage lift station maintenance, , repair, and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Collection Systems Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Collection Systems Maintenance Worker II: This is the fully qualified journey-level classification in the Collection Systems Maintenance Worker class series. Positions at this level are distinguished from the Collection Systems Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Collection Systems Maintenance Worker III in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

Positions in the Collection Systems Maintenance Worker class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level. Progression to the II-level is dependent on satisfactory work performance (an overall performance rating of "exceeds standards" or higher on most recent annual performance evaluation is required), the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Collection Systems Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of maintenance, operational, and repair tasks involved in the District's sewage collection systems, and sewage lift stations; assists Mechanical Maintenance Technicians with major repairs.
- Flushes, rods, cleans, and repairs sewer collection lines and maintenance holes; performs repair work resulting from mainline damage; raises maintenance holes and cleanouts to grade; replaces system components.
- Responds to system blockages and provides temporary repair of trench failures; performs system disconnects.
- Excavates for various purposes; loads and unloads asphalt, rock, dirt, and construction and repair-related materials and equipment.
- Spreads and places asphalt for patching and repairing street excavations.
- Operates a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance, and construction of sewer lines and laterals; applies pesticides to mitigate root intrusion.
- Performs minor maintenance of all sewer equipment including emergency power generator, sewer rodder, power sprayer, and pneumatic tools; lubricates pumps, motors, and equipment; replaces sectional rods on sewer rodder; replaces and repairs high pressure hoses on Hydro-jet units and suction tubing on vacuum units.
- Performs safety checks and checks fluid levels of vehicles and equipment; cleans assigned vehicles and equipment.
- Performs confined space and permit confined space entries; completes pre-entry checklists; performs atmospheric testing and evaluation of various entry conditions and situations.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew; may flag traffic.
- Maintains records of work performed.
- Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings; reports all accidents, violations, or infractions to supervisor.
- Performs related duties as required.

Additionally, the Collections Systems Maintenance Worker II:

- May oversee the maintenance, use, care, and/or operations of a variety of collection systems, sewer, mechanical line, and similar types of equipment.
- Supports treatment plant operations; assist with special projects, including pump cleaning and maintenance.

QUALIFICATIONS

Positions at the Collection Systems Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Occupational hazards and standard safety practices including those used for entrance into confined spaces.
- Operations, services, and activities of wastewater systems and facilities.
- Methods, tools, equipment, and safety practices used in the maintenance, operation, and repair of wastewater systems.
- Operation of power equipment including trucks, loaders, and related equipment.
- Operational characteristics of maintenance and construction equipment, tools, and safety gear.
- Procedures and techniques used in concrete and asphalt work.
- Practices and procedures of traffic control.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of maintenance, operational, and repair tasks involved in the District's sewage lift stations, and sewage collection systems.
- Use and operate vehicles and equipment, hand tools, and power tools/equipment required for the work in a safe and efficient manner.
- Use Self Contained Breathing Apparatus (SCBA).
- Ensure safety around work areas in high traffic.
- Perform heavy manual labor.
- Read, understand, and comply with the District Safety Manual.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to completion of the twelfth grade (12th).

Experience:

Collection Systems Maintenance Worker I:

- One (1) year of general construction and maintenance work experience.

Collection Systems Maintenance Worker II:

- Two (2) years of experience in the operation, maintenance, installation, and repair of wastewater collection systems and lift stations.

Licenses and Certifications:

Collection Systems Maintenance Worker I:

- Possession of a valid Collection System Maintenance Grade I Certificate issued by the California Water Environment Association.
- Possession of a valid California Class A Commercial Driver's License with air brakes and tank endorsements within twelve (12) months of hire, to be maintained throughout employment.

Collection Systems Maintenance Worker II:

- Possession of a valid Collection Systems Maintenance Grade II Certificate issued by the California Water Environment Association.
- Possession of a valid California Class A Commercial Driver's License with air brakes and tank endorsements, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

PHYSICAL

- Level Three
- NIDA
- Pulmonary
- Endurance

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; must maintain a body weight of less than 350 pounds which will allow them to safely enter confined space adhering to the equipment's limitations; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.

ADDITIONAL REQUIREMENTS

Must be able to respond within a forty-five (45) minute time period to the District's Corporate Yard while on standby duty; must be able to communicate by telephone for the duration of the on-call shift.