



FINAL DRAFT

COLLECTION SYSTEM WORKER-IN-TRAINING/I/II
Salary Grade 113/146/169

DEFINITION

Under immediate (Collection System Worker-in-Training and Collection System Worker I) to general (Collection System Worker II) supervision, learns and performs a variety of unskilled, semi-skilled, and skilled work in support of District wastewater collection system installation, inspection, preventive and corrective maintenance, and repair activities, including heavy equipment operation and mechanical repair activities for stationary and mobile equipment; assists in, and performs, underground televised wastewater line inspection and hydro-cleaning of sewer lines; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Collection System Worker-in-Training and Collection System Worker I) to general (Collection System Worker II) supervision from higher level supervisory and management staff. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Collection System Worker-in-Training is the training-level class in the Collection System Worker series responsible for learning how to maintain and repair the District's wastewater collection systems and equipment. Incumbents with basic maintenance experience learn the District's systems and facilities, including the use of tools and equipment, as well as working practices and procedures. Since this class is used as a training class, employees may have only limited or no directly related work experience.

Collection System Worker I is the entry-level class in the Collection System Worker series responsible for ensuring that the District's wastewater collection systems and equipment operate effectively and are maintained in a safe and effective working condition. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Collection System Worker II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. 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 System Worker II is the full journey-level class in the Collection System Worker series responsible for ensuring that the District's wastewater collection systems and equipment operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise 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 System Worker III in that the latter is an advanced journey level class responsible for performing more complex tasks such as serving in a lead worker capacity over an assigned crew.

Positions in the Collection System Worker class series are flexibly staffed; positions at the Collection System Worker I level are normally filled by advancement from the Collection System Worker-in-Training level; progression to the Collection System Worker I level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii)

satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Collection System Worker I level.

Positions at the Collection System Worker II level are normally filled by advancement from Collection System Worker I level; progression to the Collection System Worker II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Collection System Worker II level.

EXAMPLES OF DUTIES (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 essential functions of the job.

Positions at the Collection System Worker-in-Training and Collection System Worker I may perform some of these duties in a learning capacity.

- Inspects underground wastewater collection pipes, lateral connections, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration, and the buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis; completes work orders assigned by supervisor.
- Installs, maintains, and repairs wastewater collection main and lateral service connections.
- Operates hydro-cleaning and rodding equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Installs and cleans manholes, clean-outs, and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service television inspection and specialty hydro-cleaning equipment.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Contacts the public to inform them of activities; explains applicable rules and regulations.
- Marks the location of underground wastewater lines in response to Underground Service Alert (USA) requests.
- Maintains accurate records of work performed.
- May assist Plant Operators in the maintenance of wastewater treatment plants.
- May maintain external premises including weeding, painting, basic carpentry and other tasks as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Collection System Worker-in-Training and Collection System Worker I may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, equipment, and supplies used in the maintenance and repair wastewater collection systems, including underground wastewater collection lines.

- Basic principles, practices, and skill required to service and repair stationary and mobile equipment.
- Safety practices related to the work, including confined space entry.
- Shop arithmetic.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Methods and techniques of operating heavy equipment including safety principles.
- Applicable laws, codes, regulations, and policy and procedures.
- Principles and practices of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform semi-skilled and skilled work in the maintenance and repair of the District's wastewater collection systems and equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work and drive and operate all District vehicles, including dump truck, backhoe, and hydrovactor equipment.
- Interpret and explain regulations, policies, and procedures.
- Read maps, manuals, and specifications.
- Prioritize own work and use independent judgment within procedural guidelines.
- Maintain accurate records of work performed.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education

Collection System Worker-in-Training/I/II: Equivalent to completion of the twelfth (12th) grade.

Experience

Collection System Worker-in-Training: One (1) year of general maintenance and underground construction experience is required,

Collection System Worker I: One (1) year of experience as a Collection System Worker-in-Training with the District or two (2) years of experience installing or maintaining underground sewer, water, or storm drain pipelines.

Collection System Worker II: Two (2) years of experience as a Collection System Worker I with the District or three (3) years of semi-skilled to skilled maintenance experience in wastewater collection systems at a level equivalent to that of a Collection System Worker I at Napa Sanitation District.

Licenses and Certifications:

Collection System Worker-in-Training/I/II:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

Collection System Worker-in-Training:

- Must obtain a valid California Class B Driver's License within six (6) months of appointment to the classification, and maintain a satisfactory driving record.
- Must obtain a California Water Environment Association Grade I Wastewater Collection System certificate within two (2) years of appointment to the classification.
- Must complete a proficiency skills training program as determined by the District within one (1) year of appointment to the classification.

Collection System Worker I:

- Must possess a valid California Class B Driver's License and maintain a satisfactory driving record.
- Must possess a California Water Environment Association Grade I Wastewater Collection System certificate or obtain within one (1) year of appointment to the classification.
- Completion of a proficiency skills training program as determined by the District.

Collection System Worker II:

- Must possess a valid California Class B Driver's License and maintain a satisfactory driving record.
- Must possess a California Water Environment Association Grade II Wastewater Collection System certificate.
- Completion of a proficiency skills training program as determined by the District.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for standby and response to off-hours emergency situations.