



FINAL DRAFT

**COLLECTION SYSTEM WORKER III
Salary Grade 188**

DEFINITION

Under direction, provides lead direction and work instruction to an assigned crew; troubleshoots, prioritizes, and resolves maintenance and repair problems; performs the full range of work in support of all 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; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management and supervisory staff. Exercises technical and functional direction over assigned crew staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Collection System Worker class series responsible for performing the most complex duties required to ensure that the District's wastewater collection infrastructure systems are maintained in a safe working condition. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure quality preventive and corrective maintenance services. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Collection System Supervisor in that the latter is the full supervisory level in the class series, with responsibility for day-to-day maintenance and repair activities.

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.

- Provides lead direction and training to assigned crew members; ensures proper training; evaluates work of crew members for completeness and quality.
- Troubleshoots problems in the wastewater collection system, including stationary and mobile mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirement.
- 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.

- Checks job sites for potential hazards; reads blueprints and plans; determines precautions necessary for safe operations.
- Provides technical support to the District's asset management program; assesses the condition of District assets for documentation and action activities.
- Installs, maintains, and repairs sewer 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.
- Performs basic service and maintenance on mobile equipment, television inspection, and specialty hydro-cleaning equipment.
- Drives construction and maintenance equipment to and from job sites; loads and unloads equipment from trucks.
- Operates a variety of equipment including backhoe, dump truck, trencher, tractor, jackhammer, welder, and other work service vehicles and related equipment; excavates, backfills, grades, and rolls construction and repair sites.
- 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.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Marks the location of underground wastewater lines in response to U.S.A. requests.
- Maintains accurate records of work performed.
- Enters data into an automated work order tracking system.
- Serves as the Collection Services Supervisor in that individual's absence.
- May be assigned to special projects for extended periods of time, depending upon the needs of the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of lead direction and training.
- Principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater collection system, including underground wastewater lines.
- Operational characteristics of, and safety requirements for, the operation and transportation of heavy construction equipment used in the maintenance and construction of wastewater collections systems and related facilities.
- Preventive maintenance and minor repair methods related to the equipment.
- Principles and practices of mobile equipment servicing and repair.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety practices related to the work, including confined space entry.
- Applicable laws, codes, and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Principles and practices of recordkeeping.
- 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:

- Plan, assign and review the work of assigned crew members.
- Perform skilled work related to the installation, inspection, maintenance, and repair of underground wastewater lines.
- Operate, adjust, and maintain heavy maintenance and construction equipment.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydrovactor equipment.
- Interpret and explain laws, regulations, policies, and procedures.
- Make accurate mathematical calculations.
- Read meters and gauges efficiently and record accurate consumption information.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the 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

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

Experience

Two (2) years of experience as a Collection System Worker II with the District, or four (4) years of progressively responsible skilled maintenance experience in collection systems at a level equivalent to the District's Collection System Worker II, one (1) of which should be in a lead capacity.

Licenses and Certifications:

- Must possess a valid California Class B Driver's License and maintain a satisfactory driving record.
- Must possess a valid California Class A Driver's License within six (6) months of appointment to the classification and maintain a satisfactory driving record.
- Must possess California Water Environment Association Grade III Wastewater Collection System certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a field environment; 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.