



December, ~~2017~~2018

## **COLLECTION SYSTEM TECHNICIAN**

**Salary Grade ~~243~~198**

### **DEFINITION**

Under direction, performs technical, paraprofessional, and administrative work in support of District wastewater collection system installation, inspection, and preventive and corrective maintenance activities; assists in the development of preventive maintenance programs; reviews videos from closed-circuit television system to evaluate and score the condition of assets within the collection system; compiles information and generates reports on issues affecting the wastewater collection system operations; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Collection System Manager. No direct supervision of staff is exercised.

### **CLASS CHARACTERISTICS**

This is a journey-level technical class responsible for performing the technical functions of the day-to-day operations required to ensure that systems and facilities are maintained in a safe and effective working condition; incumbents provide technical and administrative support in the development and maintenance of preventive maintenance programs. 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 Manager in that the latter is a management class with responsibility for the oversight of all wastewater collection systems and facilities maintenance.

### **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.*

- Assists in developing, and updates, the preventive maintenance program to ensure the efficient operation of wastewater collection system equipment and facilities.
- Assists in developing and implementing the asset management program for collection system facilities.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards for the District's preventive and corrective maintenance program.
- Plans, prioritizes, and reviews maintenance and construction activities in the wastewater collection system.
- Reviews videos from closed-circuit television system used to inspect underground wastewater collection pipes, lateral connections, and associated appurtenances; evaluates and scores condition of assets and submits to engineering for future action.
- Receives and responds to calls regarding problems from businesses, public agencies, homeowners and residents, and others; refers to supervisor as needed.

- Performs duties within the District's computerized maintenance management system (CMMS) relevant to the District's wastewater collection assets and facilities; inputs information; assists with maintaining drawings and records of the collection system; Retrieves, organizes, and reports structural data and maintenance information for CIP projects, including video data.
- Performs a variety of administrative support functions including developing draft policies and procedures for management review and approval.
- Collects, organizes, analyzes, and reports data on issues affecting wastewater system operations; prepares, updates, and submits reports in a timely manner to applicable regulatory agencies.
- Assists in the preparation of the annual budget; works with management to identify, research and recommend equipment purchases and disposal requirements; obtains costing for materials and supplies required for maintenance and repair activities.
- Prepares and maintains files and records for the asset management program for wastewater collection services.
- May perform inspections of installation and repair work of facilities and equipment performed by outside contractors.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of developing, maintaining and documenting a preventive maintenance program.
- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground sewer lines.
- Methods and techniques of evaluating and scoring the condition of a diverse range of wastewater system assets.
- Basic principles and practices of asset management.
- Operational characteristics of technology with respect to a computerized maintenance management system (CMMS) Techniques for troubleshooting complex equipment problems and for estimating staff time, materials and equipment required for repair.
- Safety practices related to the work.
- Applicable laws, codes, and regulations.
- Record keeping principles and practices.
- 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:**

- Assist in planning, developing and implementing a preventive maintenance program.
- Assist in planning, developing and implementing the collection system's asset management program.
- Make accurate determinations on the condition of a diverse range of assets and facilities.
- Read maps, manuals, and specifications.
- Make accurate mathematical calculations.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the program.
- Interpret, explain, and administer laws, regulations, policies, and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Meet critical deadlines regarding field activities and record generation and submission requirements.

- Be aware of emergency situations and report such situations to management.
- Prepare and maintain program files and records.
- 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 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 (12<sup>th</sup>) grade supplemented by specialized coursework in computer science.

**Experience:**

Five (5) years of progressively responsible skilled experience providing technical support to wastewater utility system and facilities preventive maintenance or asset management programs.

**Licenses and Certifications:**

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Possession of a California Water Environment Association Grade III Wastewater Collection System certificate ~~preferred~~ within 12 months of hire date.

**PHYSICAL DEMANDS**

Must possess the ability to work in a standard office setting and use standard office equipment including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. When working in a field environment, employees 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.