VALLECITOS WATER DISTRICT

WASTEWATER COLLECTION SYSTEMS WORKER I/II

DEFINITION

Under general supervision, performs a variety of wastewater collection system repair and maintenance and customer services work; performs related duties as required.

CLASS CHARACTERISTICS

Wastewater Collection Systems Worker I is the entry level class in this series. Initially, under close supervision, incumbents learn and perform a variety of duties in maintenance, repair, and operation of sewer systems.

Wastewater Collection System Worker II is the journey level class in this series, with incumbents performing the full range of assigned duties. This class is distinguished from Senior Wastewater Collection Systems Worker, which is the specialist level class, performing more difficult and complex collections work, skilled equipment operations, and acts as a crew lead.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Flushes and clears collection systems; operates hydrovacctor, hand jet, and closed-circuit camera inspection vehicle and equipment; applies foams and other chemicals to de-root, de-grease, and unstop lines; installs and removes flow meters; performs permit required confined space entries into wet wells, manholes, and other assigned areas, as well as serving on the Confined Space Rescue Team
- Operates service truck to respond to customer complaints, determines source of problem, clears lines or reports work needed, and advises customer if problem is not the District's responsibility; pumps flooded areas; removes and replaces fences, landscaped areas, brick, and concrete areas and other private property affected by easement work;
- Prepares and maintains a variety of computerized and written records and reports related to work performed; monitors flow and levels within the gravity system and lift station operation using telemetry and SCADA systems and visual inspection; reads and interprets District maps; provides GIS field support for map updates;
- Observes safe work methods and safety precautions related to the work; flags and cones work sites for traffic control; uses appropriate safety devices and equipment; recognizes safety hazards and reacts accordingly;
- Operates and maintains a wide variety of hand and power tools related to the work; operates a variety of trucks and equipment including video inspection truck, hydrovactors, jet and machine rodders, smoke-testing equipment, and dump trucks;
- Inspects and cleans vehicles inside and out, checks fluid levels, and reports needed repairs; loads and unloads trucks; cleans up work sites upon completion of job;
- Reads chemical tank levels; receives chemical delivery and takes liquid samples; reads gas loggers and adjust chemical injection rate; reports all findings to department lead or supervisor;
- Removes carbon media and replaces with new media; samples media for pH testing and logs all results for proper disposal;
- Maintains sewer system, including mains, laterals, manholes, valves, flow meter installations, and related appurtenances and structures; exercises valves; performs landscaping and grounds maintenance duties; performs construction and maintenance work on District buildings and facilities as assigned;
- Operates and performs preventative maintenance, and assists in the repair of lift stations, pressure lines, and related structures;
- Stands duty on a rotational basis and may work outside of regular work hours as necessary, including weekends and holidays; required to respond within a 30-minute time frame when on duty status; organize necessary tools and equipment for after hour call outs; may assist other departments with after hour emergency calls;
- Estimates and secures tools, materials, and equipment necessary to complete assignments; requests parts and supplies as necessary;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Equipment, techniques, and procedures involved in the maintenance and repair of sewer systems and related facilities and equipment;
- Related laws, ordinances, rules, regulations, policies, and procedures;
- Operation and maintenance of wide variety of hand and power tools and equipment common to the field;
- Safe work methods and safety regulations pertaining to the work;
- Basic computerized record keeping applications;
- Shop mathematics;
- Codes and regulations applicable to the work.

Ability to:
- Perform a variety of construction, repair, and maintenance tasks;
- Work under routine and emergency conditions, sometimes in severe weather;
- Be available for standby duty with a 30 minute response time;
- Understand and follow instructions and directions;
- Perform a wide variety of physically strenuous tasks;
- Wear full face masks and work for at least 30 minutes while being supplied with breathing air through the mask;
- Establish and maintain effective working relationships with those contacted during work;
- Read, interpret, and understand sewer maps and applications; chemical dosage and gas monitors;
- Maintain records; enter data into computer system;
- Operate and maintain a variety of hand and power tools and equipment including line locating and air quality testing equipment;
- Properly place cones, barricades, and warning devices and direct traffic flow at job sites
- Exercise independent judgment and initiative without close supervision (at the II level).

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduate or equivalent and:

- Wastewater education is desirable.
- Wastewater Collection Systems Worker I: one year of experience in construction work is desirable. Experience with a water or wastewater utility desired.
- Wastewater Collection Systems Worker II: two years of experience in sewer maintenance and construction work at a level equivalent to the District's class of Wastewater Collection Systems Worker I.

Licenses, Certificates, and Special Requirements

- Must be medically approved for all respirators.
- Wastewater Collection Systems Worker I: a current and valid California Class B driver’s license permit, and possession of a satisfactory driving record; ability to obtain a Class B California driver’s license with tanker endorsement within six months from date of hire. Possession of a California Water Environment Association (CWEA) Collections Systems Maintenance Grade 1 certification is highly desirable.
- Wastewater Collection Systems Worker II: a current and valid California Class B driver’s license with tanker endorsement, and possession of a satisfactory driving record. Possession of a CWEA Collections Systems Maintenance Grade 2 is highly desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to handle or feel; reach with hands and arms; crouch; talk and hear. The employee is occasionally required to sit, climb or balance; stoop, kneel, or crawl. The employee must regularly lift and/or move up to 60 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move up to 155 pounds with assistance. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Must be medically approved for all respirators to be able to work in permit required confined space.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels frequently in District vehicles, often Class A & B vehicles; exposed to unusually loud sounds; works with equipment causing pronounced vibration or strain; exposed to hazardous materials, including sewage. Employee frequently: works in permit-defined confined spaces; must be fit tested for respirators; works on slippery surfaces; gets part of body and/or clothing wet; works in areas with major amounts of dust and
common allergy-causing agents. Employee occasionally works in confined or cramped positions; comes in contact with oil or grease. Some work done on platforms up to 4 feet from ground.

I have reviewed this Job Description with my Supervisor and agree with its contents.

__________________________________________________________
Employee Signature                                           Date

__________________________________________________________
Supervisor Signature                                          Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.