

NON-EXEMPT

LABORER

DEFINITION

Under direct supervision, learns and performs a variety of semi-skilled work in support of District wastewater collection system inspection, preventive and corrective maintenance, and cleaning activities; assists in performing underground televised wastewater line inspection and hydrocleaning of sewer lines; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and training from the Collection System Maintenance Supervisor. Work instruction and shift leadership may be provided by a Maintenance Worker III. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a class that may work on a seasonal, temporary or permanent basis. Incumbents learn, assist, and participate in District activities required to inspect, maintain, and clean collections system facilities and equipment, including main sewer lines and laterals. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all work-related equipment. This class is distinguished from Collection System Maintenance Worker I/II in that the latter independently perform the greater variety of and more complex skilled work in all areas of collection system maintenance and repair and require a California Water Environment Association Collection System Maintenance Grade I or II certificate.

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.

- Learns to operate and operates hydro-cleaning equipment to clean and flush wastewater lines on a scheduled or emergency basis.
- Learns to inspect and inspects underground wastewater 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.
- Assists in responding to customer complaints or problems and using inspection equipment to identify causes and facilitate repair.
- Learns to set up and 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.

- Learns to service and maintain and services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; learns to service and repair television inspection and specialty hydro-cleaning equipment.
- Learns to mark and marks the location of underground wastewater lines in response to Underground Service Alert (U.S.A.) requests.
- Learns to clean and cleans out manholes and other drainage facilities.
- Assists in responding to emergency calls for service; assists in mitigating overflow spills and damage as required.
- Learns to perform and performs installation, maintenance, and repair of underground lines.
- Maintains accurate records of work performed.
- Performs snow removal in the winter season, operating snowplows, snow blowers, or shovels.
- Maintains external premises of District facilities including weeding, painting, basic carpentry, and other tasks as assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Learn to perform semi-skilled work related to the inspection, maintenance and cleaning of underground sewer lines and laterals and pumping stations.
- Learn to perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learn to safely use hand and power tools related to the work and drive and operate trucks and hydro cleaning equipment.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Read maps, manuals, and specifications.
- Assist in responding effectively to emergency situations and troubleshoot such situations.
- Understand and follow oral and written directions.
- Effectively communicate verbally.
- Maintain accurate records of work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the 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:

Equivalent to the completion of the twelfth (12th) grade. Some experience in wastewater or storm sewer line cleaning and maintenance or in underground pipeline construction is desirable.

Licenses and Certifications:

- Must possess a valid California (or Nevada) Class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and shop setting and use standard maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

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

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

COLLECTION SYSTEM MAINTENANCE WORKER I/II

DEFINITION

Under direct and general supervision, learns and performs a variety of semi-skilled and skilled work in support of District wastewater collection system installation, inspection, preventive, and corrective maintenance and repair activities; assists in performing underground televised wastewater line inspection and hydrocleaning of sewer lines; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision and training from the Collection System Maintenance Supervisor. Work instruction and shift leadership may be received from a Maintenance Worker III. Receives general supervision from the Operations and Maintenance Superintendent. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Collection System Maintenance Worker I is the entry-level class in the maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence and incumbents will be assigned to maintenance crews and cross-trained in all assignments and the use of all tools and equipment. This class is alternately staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skills, abilities, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Collection System Maintenance Worker II is the journey-level class in the maintenance series, capable of performing the full range of work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas in all locations of the District, depending upon the immediate needs of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Collection System Maintenance Worker III by the latter's lead, special assignment, and advanced training and certification requirements.

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.

When performing all assignments:

- 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.

- 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.
- Completes work orders initiated or assigned by supervisor.
- Performs installation, maintenance, and repair of underground lines.
- Operates hydro-cleaning equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Operates a variety of equipment including backhoe, dump truck, snowplow, forklift, asphalt cutter, crack sealer, truck-mounted cranes, trailer, tractor, portable air-compressor, weed-whacker, chain saw, jackhammer, welder, and other service vehicles and related equipment.
- Sets up traffic controls 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, including attending safety meetings and training sessions.
- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and completes work orders or notes service requirements.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; and may service and repair television inspection, specialty hydro-cleaning and construction equipment.
- Contacts the public to inform them of activities; and explains applicable rules and regulations.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Builds and cleans out manholes and other collection facilities and marks location of manholes on District's mapping database, using the District's GPS system.
- Maintains accurate records of work performed.
- Performs snow removal in the winter season, operating snowplows, snow blowers, or shovels.
- May mark the location of underground wastewater lines in response to U.S.A. requests.
- May maintain external premises of District facilities including weeding, painting, basic carpentry, and other tasks as assigned.
- May assist Field Inspectors with the inspection of new construction sites or maintenance upgrades.
- May perform special project work.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

When performing the lift/pump station assignment:

- May rotate into the Lift Station Maintenance crew and learn and perform all duties assigned to the Lift Station Maintenance Worker series such as:
- Inspecting lift stations on a scheduled basis; reading and recording flow meters and gauges; and servicing and repairing pumps, motors, valves, and other mechanical and electrical equipment.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to maintain and repair wastewater collection systems, including underground wastewater collection lines, pumping/lift stations, and on-site utilities.
- Operation, work methods, and limitations of heavy construction equipment used in the maintenance and construction of wastewater collections systems and related facilities.
- Safe work practices and regulations pertaining to the operation and transportation of all vehicles and equipment.
- Preventive maintenance and minor repair methods related to the equipment.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- A variety of meters and meter reading equipment and their respective functions.
- Shop arithmetic.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground wastewater lines and pumping/lift stations.
- 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 troubleshoot such situations.
- Safely use hand and power tools related to the work and drive and operate trucks and hydro cleaning equipment.
- Read meters and gauges efficiently and record accurate information.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate mathematical calculations.
- Read maps, manuals, and specifications.
- Prioritize own work and use independent judgment within procedural guidelines.
- Effectively communicate in person, over the telephone, and in writing.
- Maintain accurate records of work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the 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:

Collection System Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Collection System Maintenance Worker I: Some stationary or vehicle mechanical maintenance experience and/or experience in installing and maintaining underground pipeline is desirable. Previous District experience as the Laborer is preferred.

Collection System Maintenance Worker II: Two (2) years of semi-skilled maintenance experience in wastewater collection systems at a level equivalent to that of Collection System Maintenance Worker I.

Licenses and Certifications:

Collection System Maintenance Worker I:

- Must possess a valid California (or Nevada) Class B driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade I certificate.

Collection System Maintenance Worker II:

- Must possess a valid California (or Nevada) Class A driver's license with a tanker endorsement and have a satisfactory driving record.
- Must possess a California Water Environment Association Collection System Maintenance Grade II certificate.

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office and shop setting and use standard maintenance tools and equipment, including a computer; mobility to inspect various wastewater collection systems, pump and lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; ability to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

ENVIRONMENTAL ELEMENTS

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

Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

WORKING CONDITIONS

Regular standby for response to off-hours emergency situations may be required.