

	Job Classification:	Collections System Worker Trainee / I / II / III / IV / Senior
	Representation:	SEIU Local 1021 Union
	Wage Schedule Range:	9 / 11 / 13 / 15 / 17 / 19
	FLSA:	Non - Exempt
	Effective Date:	October 2008
	Revision Date:	August 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under 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; performs underground televised wastewater line inspection and hydrocleaning of sewer lines; inspects and performs preventive maintenance, servicing and mechanical repair of septic systems, stationary pump and lift stations. Other duties include assisting Distribution workers in the maintenance and repair of District water pipelines and facilities.

Supervision Received and Exercised

Direct supervision and training is given by the Senior level of the class. Work assignments and leadership are provided by the Senior Supervisor, Distribution/Collection. General supervision is given by the Director of Operations. No direct supervision of staff is exercised by those incumbents in the Trainee or levels I, II, III levels. The IV position level may be assigned to serve as team leader on specific assignments. The Senior level is promotional only, and will be assigned team leader responsibilities, as well as participate in evaluating the performance of staff working within the class.

Distinguishing Characteristics

All workers in this class use a variety of specialized and high-tech equipment in the performance of collection duties in combination with activities that are very physical in nature. Levels within the class are defined largely by the skill level in learning to use this equipment, in combination with the knowledge and proper application of industry and District procedures, and state, federal, and local agency codes and regulations guiding collections work, including safety regulations and guidelines applicable to the work.

Collections System Worker Trainee is the entry-level class into this class series. 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.

Collections System Worker I Incumbents at this level will have a basic understanding of the specialized equipment used in collections activities.

Collections System Worker II incumbents at this level have additional experience and an increased knowledge of the use of collections equipment and its calibration. As experience is gained, assignments become more varied and are performed with greater independence and incumbents are cross-trained in performing all types of likely assignments and the use of all equipment.

Collections System Worker III is capable of performing a wide variety of work to ensure that District collection systems and facilities are maintained in a safe and effective working condition.

Collections System Worker IV level is distinguished from other levels by the capability of taking on special assignments and has the knowledge and ability to report spills to the State.

Senior System Collections Worker exists as a promotional opportunity only. This level, in addition to having full knowledge of the District's required collections skills and activities, is also fully knowledgeable in the District's distribution skill requirements.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Inspect 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.
- Uses computer or control applications and data recording devices related to the work including any required calibration of equipment.
- Maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; ensures service and repair of television inspection and specialty hydro-cleaning equipment is performed as necessary.
- Ensures the transfer and maintenance of any required inspection data or digital files to Departmental project files.
- Performs preventive and corrective maintenance on septic tanks.
- Operates hydro-cleaning and rodding equipment to clean and flush sewer lines on a scheduled or emergency basis.

- Inspects lift stations on a scheduled basis; reads and records flow meters and gauges; and performs servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.
- Respond to customer emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly, and observe all safety procedures as specified by the District.
- Notify the supervisor and/or Department Head of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Mark the location of underground water and wastewater lines in response to USA requests.
- Locate, exhume, repair, and/or replace sections of water mains or laterals, or sewer mains or laterals, hydrants, regulating valves and connections as necessary.
- Maintain maintenance warehouses in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
- May be expected to master computer or control applications related to the work.
- Maintains accurate records of work performed.
- May assist water and wastewater plant operators with plant maintenance.
- May maintain external premises of plants including weeding, painting, basic carpentry and other tasks as assigned.
- Assists with installation, maintenance, and repair of wastewater collection main and lateral service connections Construct or assist in the construction, installation of District facilities including lift and pump stations, pipelines, laterals, valves, or other system components as directed.
- With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks, and infiltration on a scheduled preventive maintenance basis.
- With others, install potable water pipe lines, fittings, valves, and fire hydrants; and taps and repairs water service lines.
- Perform or assist others to build and clean out manholes, catch basins and other drainage facilities.
- Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
 - Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
 - Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair wastewater collection systems, including underground water and wastewater collection lines and pumping/lift stations.
- Applicable laws, codes, and regulations.
- 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.
- Arithmetic and basic mathematical calculations, including percentages and decimals.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Use of electronic equipment including radio communication, cell phones, basic computer use.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- *For Senior Collections Worker* – Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground sewer lines and pump and lift stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely using tools and equipment related to the work and driving and operating trucks and hydrovactor equipment.
- Read meters and gauges efficiently and recording accurate consumption information, and interpret data and/or results.
- Read maps, manuals and specifications.
- Maintain accurate records of work performed.
- Adapt to changing technologies and learn functionality of new equipment and systems

- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- *For Senior Collections Worker* – May assist in selecting collection workers; motivates and evaluates personnel; works with employees to correct deficiencies; initiates discipline procedures if necessary; appropriately routes other personnel or staff needs and issues.

Education and Experience – *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

All levels must have education equivalent to graduation from high school.

Collection System Worker Trainee: No experience is required; prior maintenance experience is desirable.

Collection System Worker I: One (1) year of maintenance experience and/or experience in installing and maintaining underground pipeline is required to enter, but certification is also required.

Collection System Worker II: Three (3) years of semi-skilled maintenance experience, including two years in wastewater collection systems and pipeline inspection, installation and maintenance at a level equivalent to that of Collection Worker I.

Collection System Worker III: Six (6) years of skilled maintenance experience, including three years in wastewater collection systems and pipeline inspection, installation and maintenance at a level equivalent to that of Collection Worker II.

Collection System Worker IV: Nine (9) years of skilled maintenance experience, including three years in wastewater collection systems and pipeline inspection, installation and maintenance at a level equivalent to that of Collection Worker III.

Senior Collection System Worker: Twelve (12) years skilled maintenance experience, including three years in wastewater collection systems and pipeline inspection, installation and maintenance at a level equivalent to that of Collection Worker IV.

Licenses and Certifications

Collection System Worker Trainee: Must obtain a CWEA Grade I Water Collections System certification within the first year. While in this classification incumbents must obtain a California Class A license from the Department of Motor Vehicles (DMV) with tank and air endorsements.

Collection System Worker I: CWEA Grade I Water Collections System certification and a California Grade 1 Water Distribution System certification, and a California Class A license from DMV with tank and air endorsements. Must obtain a backhoe certificate while in grade.

Collection System Worker II: CWEA Grade 2 Collections System certification, California Grade 1 Water Distribution System certification, a California Class A license from DMV with tank and air endorsements, and backhoe certificate.

Collection System Worker III: CWEA Grade 3 Collections System certification, California Grade 1 Water Distribution System certification, a California Class A license from DMV with tank and air endorsements, and backhoe certificate. Must obtain a California Grade 2 Water Distribution System certification while in grade.

Collection System Worker IV: CWEA Grade 3 Collections System certification, California Grade 2 Water Distribution System certification, a California Class A license from DMV with tank and air endorsements, and backhoe certificate. Must obtain a California Grade 4 Collections System certification while in grade.

Senior Collections System Worker: California Grade 4 Collections System certification, California Grade 2 Water Distribution System certification, a California Class A license from DMV with tank and air endorsements, and backhoe certificate. California Grade 3 Water Distribution System certification is desirable.

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.