



7500 Schmidt Lane  
El Cerrito, CA 94530  
(510) 524-4668

Approved By: District Manager  
Date: 8/23/2018

## **JOB DESCRIPTION**

### **COLLECTION SYSTEM WORKER (I, II, III)**

#### **DEFINITION**

Under general supervision of the Collections System Maintenance Superintendent the collection system worker will perform duties that include preventative sewer maintenance on the sewage collection system as part of a team. The position requires a valid Class B California Driver's License with airbrake and tanker endorsement.

#### **SUPERVISION EXERCISED**

May periodically supervise other CSW staff in maintenance activities. Carries out any supervisory responsibilities in accordance with the District's policies, procedures, and applicable laws.

#### **IMPORTANT AND ESSENTIAL DUTIES**

- Perform a variety of preventative sewer maintenance activities on the sewage collection system utilizing heavy equipment and power tools.
- Remove debris and heavy materials from manholes, and assist in the maintenance of manholes and pipelines using specialized equipment including sewer rodder, hydraulic jetter, sewer vacuum system and video inspection unit.
- Inspect sewer collection lines for stoppages or damage and maintain sewage pump stations.
- Understand and interpret sewer system maps.
- Set up traffic control devices.
- Continuous heavy labor and moving and positioning equipment weighing up to 150 lbs., such as manhole covers.
- Ascend/descend steep, uneven and narrow surfaces and continuously move and positioning self in and around sewer systems.
- Being on standby after normal business hours and weekends for a minimum of 7 days per month.
- Maintain simple written records and reports.
- Test and monitor manholes for dangerous gases and use proper safety precautions when entering underground areas; repair pressure hoses; pull hoses up and down hills, over fences and through front or backyards in the process of performing maintenance.
- Perform emergency work on sewer lines and appurtenances.
- Work within District safety guidelines.
- Mark locations of underground sewer systems as related to underground service alert notifications as assigned.

#### **OTHER JOB RELATED DUTIES**

- Maintain sewer pipes of various sizes.
- Assist in television inspection of sewer lines to schedule portions of the District's sewer lines for cleaning, repair or replacement.
- Assist in preparing work sites and transporting required tools and equipment to the work site and returning to proper place upon completion.
- Respond to questions from the public; set up traffic safety devices at work sites.
- Establish positive working relationships with the District management and staff, other agencies and the public.
- Observe manhole covers for overflow, rattling and odor conditions while driving to and from work assignments.
- Perform other related duties as required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

**Skill to:**

- Operate a motor vehicle safely.
- Operate a variety of power driven equipment and sewer cleaning machines.
- Operate common hand and power tools.
- Operate equipment used in sewer maintenance, cleaning and inspection.

**Ability to:**

- Perform heavy manual labor; ascend/descend fences, and move hoses uphill and downhill.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Understand and interpret street maps.
- Understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Safely and effectively operate tools and equipment used in the maintenance and repair of sewer collection systems and related facilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**EXPERIENCE:** Two (2) years of total experience performing maintenance work, preferably in sewage collection system utilizing heavy equipment and power tools.

**Education:** High School diploma or equivalent.

**Licenses and Certifications:** Valid California class "B" drivers license with airbrake and tanker endorsement and compliance with Stege driving standards. Continued maintenance of the valid Class B California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

Possession of, or ability to obtain, within a one (1) year period or two testing dates of appointment, a Grade I,II,III level certificate in Collection System Maintenance issued by the California Water Environment Association.

This position is subject to the requirements of the Department of Transportation (DOT) Regulations for random drug and alcohol testing.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must pass both a commercial driver's license physical, pre-work screen test and a respiratory protection medical examination.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently move and position objects weighing up to 150 pounds, such as manhole covers. Incumbents must ascend/descend ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions. The noise level in the work environment is usually loud.