



# Ross Valley Sanitary District Senior Collection System Worker ("Lead Worker")

## **DEFINITION**

Under direction, performs a variety of skilled - journey level work and manual labor in the operations, maintenance, and repair of sewer lines and related mechanical, hydraulic and hand-operated equipment; and demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

The Senior Collection System Worker is the advanced journey level in the Collection System Worker class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a higher-level supervisor or manager or other professional or supervisory class as assigned. May exercise technical and functional supervision over others.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include but are not limited to the following:

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plan, prioritize, and review the work of staff assigned to inspect, clean, maintain, construct, and repair wastewater collection systems utilizing a variety of mechanical and specialized equipment including, but not limited to, rodders, CCTVs, high velocity cleaners, construction equipment, and related equipment
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Inspect, trouble-shoot, and maintain proper collection system operation using techniques and instruments including, but not limited to, closed-circuit TV, smoke testing, and related procedures.
- Inspect and maintain easements, some of which may be remote or difficult to access.
- Participate in the repair of wastewater collection system, including damaged pipes, manholes, and casting adjustments.
- Participate in the removal and restoration of concrete and paved surfaces using a wide variety of construction equipment, hand and power tools.
- Conduct daily inspections of vehicles and equipment, perform lubrication and minor operating adjustments to ensure proper operation and arrange for maintenance as needed.
- Ensure that hand and power tools are in proper operating condition for daily use and arrange for maintenance when required.
- Complete and maintain accurate, legible, and timely records and computerized maintenance management systems reports of work performed.
- As assigned, participate in the containment and cleanup of emergency sanitary sewer overflows (SSOs) in occasional 24/7 on call duty as Primary or Secondary Stand-by upon passing District criteria.
- As assigned, direct and oversee the containment and cleanup of sanitary sewer overflows (SSOs) as First Responder upon passing District criteria.
- Participate in the development and propagation of SOPs (standard operating procedures).
- Locate the District's underground utility lines and infrastructure to include laterals, mainlines, and force mains.
- Perform other duties as assigned.

May be assigned to Pump Station team, which includes:

- Under general supervision of the Pump Station Supervisor, performs skilled and complex preventive maintenance and repairs in the operation, maintenance, repair, and inspection of the sewer collection Pump Stations system.
- Repair, maintain, install, inspect, and adjust a variety of pumps and mechanical equipment at wastewater collection facilities.
- Perform common preventive and corrective maintenance by isolating power, grounding wires, and troubleshooting.
- Perform complex maintenance and repair tasks on a wide variety of internal combustion engines.
- Adjust valves and carburetors and repair and maintain exhaust systems.
- Test, adjust, modify, and maintain analog, digital and logic circuitry, microprocessor-controlled devices, elements and components such as programmable logic controllers, process control equipment, telemetering devices, recorders, sensors, and controllers on wastewater collection process instruments and devices.
- Overhaul, maintain, install, adjust, inspect, and repair a variety of hydraulic and pneumatic systems and compressors.

- Read and interpret basic blueprints, schematics, single line drawings and equipment manuals to perform common electrical and instrumentation maintenance on wastewater collection system facilities.
- Observe all safety precautions as required by regulatory agencies and the District, including using personal protective equipment and following hazardous communication policies and procedures.
- Prepare verbal, written, and electronic reports.
- Interpret, implement and document complex maintenance requirements, electrical and instrumentation testing and calibration routines and remote process control systems.
- Perform advanced wastewater and electrical mathematical calculations.
- Document and keep routine records and reports of maintenance and repair activities using a Computerized Maintenance Management System (CMMS).
- Participate in the development of policies and procedures and make recommendations for changes and improvements to existing policies and procedures.
- Prepare time and equipment reports.
- Assist in the planning, developing and implementing safety and training programs.
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Knowledge**

- Principles and practices of technical and functional supervision.
- Safe work practices, occupational hazards and standard safety procedures.
- Operation and repair of maintenance systems and appurtenances and heavy equipment.
- Basic mathematics as used in the construction and collection system industry.
- Operation of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices, and materials used in collection system maintenance and repair.
- Utility locating practices and procedures.
- Codes, regulations and laws pertaining to USA North's current California Excavation Manual and traffic control methods and requirements.
- Standard operating procedures of the District.
- Operation of G.I.S and G.P.S. equipment
- Materials, equipment, rules, regulations, and ordinances governing the installation, repair, and maintenance of underground utilities.
- Cal-OSHA and District required safety procedures.
- Reporting procedures and regulatory compliance for Sanitary Sewer Overflows.

### **Skills and Abilities**

- Organize, assign and review the work of staff engaged in administrative support tasks.
- Interacting with co-workers, supervisors, subordinates, and the general public in a professional manner.
- Working independently or as a team member as assigned.

- Reading and comprehending instructions, correspondence, and memos.
- Preparing effective written and electronic correspondence.
- Performing basic computer operations, data entry, and email.
- Presenting information in one-on-one and small group situations to other employees and supervisors.
- Adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio, and percent; drawing and interpreting bar graphs.
- Operating a motor vehicle safely.
- Operating common hand and power tools.
- Learning and adapting to improvements in industry standards.
- Read, understand and follow oral and written directions.
- Perform heavy manual labor; climb and pull hoses uphill and downhill.
- Read and interpret documents such as safety rules, operating and maintenance instructions, diagrams, and procedure manuals.
- Write reports, correspondence and procedures.
- Present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.
- Competent in Microsoft Office Suite.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.
- Competent in use of modern Computerized Maintenance Management System (CMMS) as it relates to wastewater collection systems.
- Operating a variety of power-driven equipment and sewer cleaning machines.
- Operating equipment used in sewer maintenance, cleaning and inspection.
- Recognize, mitigate and correct unsafe conditions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.

### **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of the twelfth grade, or its equivalent.
- Three years of experience in collection system maintenance and operations similar to a Collection System Worker II.
- Line Locator Certification.
- During probation, an incumbent must become a "qualified person" (in accordance with the requirements of Title 8, California Code of Regulations, Section 1509, Injury Prevention Program) by successfully completing a training program that meets the minimum training guidelines and practices of Common Ground Alliance current Best Practices. The incumbent must thereafter maintain the status of a "qualified person" as defined by relevant California laws as a condition of continued employment.

**Licensing, Certification, and Registration:**

Possession of the following licensures, certifications, and/or registrations is required:

- Collection System Maintenance Grade III Certificate from the California Water Environment Association (CWEA) at the time of entry into the position; must renew and maintain certification.
- Confined Space Entry Certification.
- Must possess a valid California Commercial Motor Vehicle Class "A" Driver's License with Airbrake and Tanker endorsements.
- Must have a satisfactory driving record and continue to meet District vehicle liability insurance company driving standards.
- Excavation Training for Competent Person Certification.

Failure to maintain these standards may result in loss of employment.

In addition, the following assignment-related requirements must be met:

As assigned to Primary Stand-by, must:

- Possess 3 years of experience comparable to a Collection System Worker.
- Meet Department qualifications as approved by the Operations & Maintenance Manager

As assigned to Secondary Stand-by, must:

- Possess 2 years of experience comparable to a Collection System Worker.
- Meet Department qualifications as approved by the Operations & Maintenance Manager

For assignment to the pump station team:

- While not required, a Mechanical Technologist I certification from the California Water Environment Association (CWEA) is desirable.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics 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.

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

## **Pre-employment Requirements**

Possession of a California Commercial Class A Drivers' License requires Department of Transportation drug testing and a physical examination.

All candidates must pass the pre-employment physical for Collection System Worker.

FLSA Status: Non-exempt  
Employment Status: Represented; AFSCME Local 2167  
Approved by: Ross Valley Sanitary District Board of Directors  
Approval Date: September 18, 2019