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# Castro Valley Sanitary District

## POLICIES AND PROCEDURES MANUAL

**POLICY TITLE:** Job Description – Collection System Maintenance Technician  
**POLICY NUMBER:** 2346

**2346.1** Definition. Plans, coordinates, and implements a preventative maintenance and repair program for all Castro Valley Sanitary District (CVSan) mechanical and control equipment including but not limited to fleet vehicles, wastewater pumps, collection, pressure, flow regulating, and related equipment; provides lead direction to assigned staff, sets priorities and directs the work of assigned staff on a project or day-to-day basis; troubleshoots and prioritizes equipment maintenance and repair; performs the full range of work in support of CVSan activities such as preventative maintenance on wastewater collection equipment, including fleet vehicles.

**2346.2** Supervision Received and Exercised. Direct supervision is given by the Collection System Maintenance Supervisor. Administrative direction is given by the General Manager. Direction and basic instruction in work procedures may be provided to less experienced field maintenance support staff.

**2346.3** Class Characteristics. This is an advanced journey-level class and lead level for the mechanical maintenance and repair function. The Collection System Maintenance Technician performs work in the research, diagnosis, analysis, maintenance, and repair work of wastewater systems and equipment. This work involves preventive and corrective maintenance program development, implementation and assistance in contract oversight to help ensure meeting regulatory compliance. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives.

The incumbent troubleshoots problems and performs the more complex duties as well as providing training, guidance, and oversight to staff as assigned and is accountable for accomplishing departmental planning and operational goals and objectives. This class may also be assigned to special projects and additional administrative responsibilities.

**2346.4** Essential Job Functions:

**2346.4.1** Provide technical and functional direction to staff; reviews and controls quality of work; participate in performing complex mechanical duties.

**2346.4.2** Assist in developing and direct the implementation of goals, objectives, policies, procedures, and work standards for the program.

**2346.4.3** Plan, schedule, prioritize, and assigns maintenance and repair work in consultation with Collection System Maintenance Supervisor; communicate status of repairs to appropriate staff, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures. Maintaining and repair such facilities and equipment as main sewer lines, laterals, pumps,

valves, electric motors, gas engines, and other equipment found in a wastewater collection system and related pumping stations.

**2346.4.4** Develop and update a preventive maintenance program, work plans, schedules, and procedures to ensure the efficient operation of all vehicles, mobile, equipment, collection system equipment, and facilities. Inspect and evaluate repair and preventative maintenance projects; estimate time and material requirements; provide technical assistance to assigned equipment maintenance staff; review and monitor completed work to ensure quality control standards are met. May assist and train lower level and new staff in work procedures.

**2346.4.5** Inspect collection system facilities on a regular basis.

**2346.4.6** Receive and respond to calls regarding problems from businesses, public agencies, homeowners, residents, and others.

**2346.4.7** Prepares, prioritizes and assigns work orders.

**2346.4.8** Direct or perform routine servicing and maintenance on mobile equipment.

**2346.4.9** Perform difficult, technical, and complex maintenance and repair work on wastewater pumps, flow regulating, and related equipment.

**2346.4.10** Perform repairs and maintenance on valves, meters, and wastewater collection pipelines.

**2346.4.11** Direct emergency repair operations.

**2346.4.12** Respond to emergency situations as necessary.

**2346.4.13** Recommend special work required or necessary equipment maintenance; obtains estimates for repair services and materials as directed; assist Collection System Maintenance Supervisor in evaluating vendors.

**2346.4.14** Observe appropriate safety procedures and work to applicable codes and guidelines.

**2346.4.15** Coordinate the safety training and awareness programs within the maintenance department; inspects the collection system for safety violations; ensure that safety procedures are followed and safety equipment is worn; make periodic safety presentations to staff.

**2346.4.16** Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.

**2346.4.17** Operate CVSan's motor vehicles.

**2346.4.18** Monitor changes in laws, regulations, and technology that may affect departmental operations; research and recommend equipment purchases and disposal; implement policy and procedural changes as required.

**2346.4.19** Order materials and supplies required for maintenance and repair activities.

**2346.4.20** Oversee and/or maintain accurate records and files related to the maintenance and repair of the collection system maintenance and repair program.

**2346.4.21** Keep required labor, equipment, and material records and submit reports as directed.

**2346.4.22** Maintain logs and records of work performed; prepare periodic reports and submit reports in a timely manner to the General Manager, CVSan Board of Director's (Board), and various regulatory agencies.

**2346.4.23** Perform confined space entry and rescue operations.

**2346.4.24** Build and maintain positive working relationships with co-workers, other CVSan employees, and the public.

**2346.5** Essential Cognitive Job Functions:

**2346.5.1** Ability to comprehend and follow instructions:

**2346.5.1.1** Ability to maintain attention and concentration for necessary periods.

**2346.5.1.2** Ability to understand written or oral instructions.

**2346.5.1.3** Ability to do work requiring set limits, tolerances, or standards.

**2346.5.2** Ability to perform simple and repetitive tasks:

**2346.5.2.1** Ability to ask appropriate questions and request assistance.

**2346.5.2.2** Ability to perform activities of a routine and applicable nature.

**2346.5.2.3** Ability to remember locations and work procedures.

**2346.5.3** Ability to maintain a work pace appropriate to a given workload:

**2346.5.3.1** Ability to perform activities within a schedule, maintains regular attendance, and be punctual.

**2346.5.3.2** Ability to complete a normal work day and/or work week and perform at a consistent pace.

**2346.5.4** Ability to perform complex and varied tasks:

**2346.5.4.1** Ability to synthesize, coordinate, and analyze data.

**2346.5.4.2** Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

**2346.5.4.3** Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

**2346.5.5** Ability to relate to other people beyond giving and receiving instructions:

**2346.5.5.1** Ability to get along with co-workers and peers.

**2346.5.5.2** Ability to perform work activities requiring negotiating with, explaining, or persuading.

**2346.5.5.3** Ability to respond appropriately to evaluation or criticism.

**2346.5.6** Ability to influence people:

**2346.5.6.1** Ability to convince or direct others.

**2346.5.6.2** Ability to understand the meaning of words and to use them appropriately and effectively.

**2346.5.6.3** Ability to interact appropriately with people.

**2346.5.7** Ability to make generalizations, evaluations, or decisions without immediate supervision:

**2346.5.7.1** Ability to recognize potential hazards and follow appropriate precautions.

**2346.5.7.2** Ability to understand and remember detailed instructions.

**2346.5.7.3** Ability to make independent decisions or judgments based on appropriate information.

**2346.5.7.4** Ability to set realistic goals or make plans independently of others.

**2346.5.8** Ability to accept and carry out responsibility for direction, control, and planning:

**2346.5.8.1** Ability to set realistic goals or make plans independently of others.

**2346.5.8.2** Ability to negotiate with, instruct, and supervise people.

**2346.5.8.3** Ability to respond appropriately to changes in work conditions.

**2346.6** Non-Essential Job Functions:

**2346.6.1** Assist and train lower level and new staff in work procedures.

**2346.6.2** Mitigate overflow spills and damage; report such incidents to the proper regulatory agency.

**2346.6.3** Prepare a list of small construction and repair projects and work closely with engineering staff in the prioritizing, contracting, and inspection of such projects.

**2346.6.4** Answer questions and provide information to the public; investigate complaints; recommend corrective actions to resolve issues.

**2346.6.5** Coordinate activities of staff and the department with those of CVSan and outside agencies.

**2346.6.6** Perform confined space entry and rescue operations.

**2346.6.7** Provide input for the budget for the department.

**2346.6.8** Assist in the implementation of goals, objectives, policies, procedures, and work standards for CVSan, including recommending improvements.

**2346.6.9** Attend training and safety sessions as assigned.

**2346.6.10** Participate in group problem solving activities to promote continual business process, improvements, and initiatives.

**2346.6.11** Contribute to a positive work environment by participating in solutions to problems as they occur.

**2346.6.12** Make presentations of CVSan collection system status and operations to the Board; represent CVSan in meetings with governmental and regulatory agencies, and the public.

**2346.6.13** Perform inspections of installation and repair work of facilities and equipment performed by outside contractors.

**2346.7** Qualifications. Knowledge of:

**2346.7.1** Basic principles of supervision and training.

**2346.7.2** Methods, tools, equipment and procedures used in the maintenance, construction, installation, and repair of CVSan wastewater collection system, including underground sewer lines, laterals, and pumping stations.

**2346.7.3** Procedures, equipment, material, and tools used in the operation, maintenance, and repair of motors, engines, pumps, compressors, power generation systems, and other related equipment.

**2346.7.4** Techniques for troubleshooting complex equipment problems and for estimating staff time, materials, and equipment required for repair.

**2346.7.5** Gas and diesel engine maintenance and repair.

**2346.7.6** Hydraulics and control systems maintenance and repair.

**2346.7.7** Principles and practices of gas and electrical welding, masonry, carpentry, and plumbing.

**2346.7.8** Principles of operation of Programmable Logic Controllers systems.

**2346.7.9** Basic troubleshooting and repair estimation principles and practices.

**2346.7.10** Safe work methods and safety practices pertaining to the work, including CalOSHA rules and standards, confined space entry procedures, and related safety equipment.

**2346.7.11** Shop arithmetic.

**2346.7.12** Record keeping principles and procedures.

**2346.7.13** Administrative principles and practices, including goal setting, preventive and corrective maintenance program development, and supervision of staff.

**2346.7.14** Safety practices related to the work, including confined space entry.

**2346.7.15** Applicable laws, codes, and regulations.

**2346.7.16** Computer applications related to the work, including word processing, spreadsheet, and database applications.

**2346.7.17** Techniques for providing a high level of customer service to public and CVSan staff, in person and over the telephone.

**2346.8** Skill to:

**2346.8.1** Oversee and personally participate in the activities of an efficient comprehensive wastewater mechanical construction, collection system maintenance and repair program, related projects, studies, and programs.

**2346.8.2** Identify and take appropriate action when operating problems occur.

**2346.8.3** Inspect, operate, diagnose problems, perform preventative maintenance and repair work on electric motors, gas and diesel engines, pumps, compressors, and control equipment.

**2346.8.4** Perform a variety of support engineering, fabricate and design duties related to wastewater systems construction, maintenance, and repair; interpret sketches, and diagrams.

**2346.8.5** Read and interpret gauges and other recording devices and interpret the information as it relates to repair and maintenance activities.

**2346.8.6** Accurately estimate time, materials, and supplies necessary to complete repairs.

**2346.8.7** Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.

**2346.8.8** Read and interpret instruction manuals and diagrams.

**2346.8.9** Practice safe work habits.

**2346.8.10** Maintain clear and accurate records.

**2346.8.11** Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the program.

**2346.8.12** Apply and explain complex laws, codes, regulations, ordinances, and policies and procedures.

**2346.8.13** Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

**2346.8.14** Make accurate basic mathematical calculations.

**2346.8.15** Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.

**2346.8.16** Maintain attention to detail and accuracy.

**2346.8.17** Operate office equipment including computer equipment and specialized software applications programs.

**2346.8.18** Respond to and effectively prioritize multiple phone calls and other requests for service.

**2346.8.19** Identify and take appropriate action when unusual operating problems occur.

**2346.8.20** Meet critical deadlines regarding field activities, record generation, and submission requirements

**2346.8.21** Use English effectively to communicate in person, over the telephone, and in writing.

**2346.8.22** Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**2346.8.23** Establish and maintain effective working relationships with those contacted in the course of the work.

**2346.8.24** Perform work in confined spaces, following required confined space entry procedures.

**2346.9** Education and Experience.

**2346.9.1** Equivalent to graduation from high school and three (3) years of responsible work experience comparable to that of a CVSan Collection Maintenance Worker. Supplemental education in supervisory or business course work is desirable, as is some lead or supervisory experience.

**2346.9.2** The minimum qualifications and acceptable substitutions described on class specifications represent the typical way to obtain the required knowledge, skills, and abilities to perform the essential duties of the job. Any combination of education, licensing, and/or experience which has provided the knowledge, skills, and abilities necessary to perform the job satisfactorily may qualify the candidates to be considered for open positions in the class specification.

**2346.10** Interpersonal Effectiveness. Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition and encouragement.

**2346.11 License and Certification.** Must possess and keep current a valid California Class B driver's license with Air Brakes and Tanker Endorsements, and have a satisfactory driving record. Must possess at a minimum a Grade II level certificate issued by the California Water Environment Association (CWEA) within twelve (12) months of appointment. Must possess a Grade III level Mechanical Technology certificate issued by the CWEA within four (4) years of employment in the class. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates with a time period specified by CVSan.

**2346.12 Other Requirements.** Willingness and ability to work scheduled and emergency overtime; attend meetings, workshops, and seminars during work and non-work hours as assigned. Must be available for emergency response.

**2346.13 Physical Requirements.** Be able to possess mobility to inspect various collection system and pumping station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and be able to position one-self in order to work in confined spaces, such as manholes. Be able to possess mobility to work in a standard office setting and operate standard office equipment, including a computer and calculator; interpret printed materials and a computer screen and communicate with people in person and over the telephone. Maintain static postures for extended periods of time; frequent repetitive use of hands and arms including grasping and fine manipulation; occasionally kneel, crouch, squat, crawl, bend, stoop, lay on back/stomach, ascent/descent, balance, pull, stretch, reach, twist/rotate; have strength and stamina to safely transport up to one hundred (100) pounds.

**2346.14 Work Environment.** The work requires outside exposure to all weather conditions with dust, noise, fumes, odors, traffic, potentially hazardous materials and electrical or heavy equipment. May work in confined spaces. Also works in an indoor climate controlled office environment working around computer monitors; works with and around other, or alone.

*This description reflects CVSan's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.*

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Employee Signature

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Date

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Employer Signature

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**\*\*\* END OF POLICY \*\*\***