
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: Job Description – Collection System Maintenance Worker Trainee
POLICY NUMBER: 2345

2345.1 Definition. Learns and performs semi-skilled work in support of all Castro Valley Sanitary District (CVSan) collection system installation, inspection, preventive and corrective maintenance, and repair activities; assists in performing closed-circuit television inspection and cleaning of lines; assists in inspecting and performing preventive and corrective maintenance, servicing and mechanical repair of stationary pumping station, and mobile equipment; performs related work as assigned.

2345.2 Supervision Received and Exercised. Direct supervision and training is given by the Collection System Maintenance Supervisor or the Senior Collection Maintenance Worker. May also receive direction from Collection System Maintenance Worker. No direct supervision is exercised.

2345.3 Class Characteristics. The Collection System Maintenance Worker Trainee learns, assists and participates in all CVSan activities required to inspect, maintain and repair collection system facilities and equipment, including main sewer lines, laterals, pumping stations, and mobile equipment. This is an entry-level class that may advance to the Collection System Maintenance Worker as knowledge, skill, and experience are gained. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in most assignments and the use of all equipment. This class is distinguished from Collection System Maintenance Worker in that the latter performs the full range of skilled work in all areas of collection system maintenance and repair.

The Collection System Maintenance Worker Trainee will occupy this classification for a maximum time period of two (2) years or less. At the end of the two (2) year period, the incumbent will either advance to the Collection System Maintenance Worker classification or be terminated.

2345.4 Essential Job Functions:

2345.4.1 Ability to learn to inspect underground sewer 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 and unscheduled maintenance basis.

2345.4.2 Ability to learn to operate high velocity cleaners, mechanical cleaners, closed-circuit television inspection equipment to clean and maintain sewer lines on a scheduled and unscheduled basis.

2345.4.3 Ability to learn to set up traffic control and safety equipment when using vehicles on a street or other roadway; use safety equipment and observes all safety procedures as specified by CVSan.

2345.4.4 Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepare work orders or note service requirements.

2345.4.5 Ability to learn to perform maintenance of underground lines.

2345.4.6 Maintain accurate records of work performed.

2345.4.7 May enter data into an automated work order tracing system.

2345.5 Essential Cognitive Job Functions:

2345.5.1 Ability to comprehend and follow instructions:

2345.5.1.1 Ability to maintain attention and concentration for necessary periods.

2345.5.1.2 Ability to understand written or oral instructions.

2345.5.1.3 Ability to do work requiring set limits, tolerances, or standards.

2345.5.2 Ability to perform simple and repetitive tasks:

2345.5.2.1 Ability to ask appropriate questions and request assistance.

2345.5.2.2 Ability to perform activities of a routine and applicable nature.

2345.5.2.3 Ability to remember locations and work procedures.

2345.5.3 Ability to maintain a work pace appropriate to a given workload:

2345.5.3.1 Ability to perform activities within a schedule, maintains regular attendance, and be punctual.

2345.5.3.2 Ability to complete a normal work day and/or work week and perform at a consistent pace.

2345.5.4 Ability to perform complex and varied tasks:

2345.5.4.1 Ability to synthesize, coordinate, and analyze data.

2345.5.4.2 Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

2345.5.4.3 Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2345.5.5 Ability to relate to other people beyond giving and receiving instructions:

2345.5.5.1 Ability to get along with co-workers and peers.

2345.5.5.2 Ability to perform work activities requiring negotiating with, explaining, or persuading.

2345.5.5.3 Ability to respond appropriately to evaluation or criticism.

2345.5.6 Ability to influence people:

2345.5.6.1 Ability to convince or direct others.

2345.5.6.2 Ability to understand the meaning of words and to use them appropriately and effectively.

2345.5.6.3 Ability to interact appropriately with people.

2345.5.7 Ability to make generalizations, evaluations, or decisions without immediate supervision:

2345.5.7.1 Ability to recognize potential hazards and follow appropriate precautions.

2345.5.7.2 Ability to understand and remember detailed instructions.

2345.5.7.3 Ability to make independent decisions or judgments based on appropriate information.

2345.5.7.4 Ability to set realistic goals or make plans independently of others.

2345.5.8 Ability to accept and carry out responsibility for direction, control, and planning:

2345.5.8.1 Ability to set realistic goals or make plans independently of others.

2345.5.8.2 Ability to negotiate with, instruct, and supervise people.

2345.5.8.3 Ability to respond appropriately to changes in work conditions.

2345.6 Non-Essential Job Functions:

2345.6.1 Assist in responding to customer complaints or problems and using inspection equipment to identify causes and facilitate repair.

2345.6.2 Assist with facilities maintenance as needed.

2345.6.3 Service and maintain mobile equipment in a clean and orderly condition; make minor repairs as needed; learn to service and repair television inspection and specialty sewer cleaning equipment.

2345.6.4 Learn to inspect pumping stations on a scheduled basis; read and record flow meters and gauges; learn to perform servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.

2345.6.5 Contact the public to inform them of activities and shutdowns; explain applicable rules and regulations.

2345.6.6 Assist in responding to emergency calls for service; assist in mitigating overflow spills and damage as required.

2345.6.7 May enter data into an automated work order tracking system.

2345.7 Qualifications. Knowledge of:

2345.7.1 Principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater collection system, including underground sewer lines, laterals, and pumping stations.

2345.7.2 Basic principles and practices of mobile equipment servicing and repair.

2345.7.3 Basic safety equipment and practices related to the work, including confined space entry.

2345.7.4 Applicable laws, codes, and regulations.

2345.7.5 Basic computer applications related to the work.

2345.7.6 Techniques for providing a high level of customer service to public and CVSan staff, in person and over the telephone.

2345.7.7 Knowledge of the structure and content of the English language, the meaning and spelling of words, rules of composition, and grammar.

2345.8 Skill to:

2345.8.1 Learn to perform semi-skilled work related to the installation, inspection, maintenance, and repair of underground sewer lines and laterals and pumping stations.

2345.8.2 Learn to perform service and minor maintenance on a variety of stationary and mobile equipment.

2345.8.3 Learn to safely use hand and power tools related to the work, driving and operating trucks, and sewer cleaning equipment.

2345.8.4 Interpret and explain laws, regulations, policies, and procedures.

2345.8.5 Make accurate mathematical calculations.

2345.8.6 Read maps, manuals, and specifications.

2345.8.7 Assist in responding effectively to emergency situations and troubleshooting such situations.

2345.8.8 Understand and following oral and written directions.

2345.8.9 Maintain accurate records of work performed.

2345.8.10 Work in a team atmosphere.

2345.8.11 Establish and maintain effective working relationships with those contacted in the course of the work.

2345.8.12 Use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions, or approaches to problems.

2345.9 Education and Experience. Equivalent to graduation from high school and some experience in wastewater or storm sewer line cleaning and maintenance or in underground pipeline construction is desirable.

2345.10 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.

2345.11 License and Certification. Must possess and keep current or obtain within the probationary period a valid California Class B driver's license with Air Brakes and Tanker Endorsements and have a satisfactory driving record. Must obtain a Grade I level Collection System Maintenance certificate issued by the California Water Environment Association in a time period specified by CVSan. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time period specified by CVSan. Attend confined space entry training in a time period specified by CVSan.

2345.12 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 to be on-call on a scheduled basis and available for emergency response.

2345.13 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, occasionally bend, stoop, pull, stretch and reach; ascent/descend ladders and steps, and have strength and stamina to transport up to one hundred (100) pounds.

2345.14 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 others, or alone.

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

Employee Signature

Date

Employer Signature

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