
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: Job Description – Collection System Maintenance Worker
POLICY NUMBER: 2343

2343.1 Definition. Performs skilled and semi-skilled work in support of all Castro Valley Sanitary District (CVSan) collection system installation, inspection, preventive and corrective maintenance and repair activities; performs closed-circuit television inspection and cleaning of lines; performs preventive and corrective maintenance, servicing, and mechanical repair of stationary pumping station and mobile equipment; performs related work as assigned.

2343.2 Supervision Received and Exercised. Direct supervision is given by the Collection System Maintenance Supervisor and may also receive direction from the Senior Collection Maintenance Worker. Occasional direction and basic instruction in work procedures may be provided to less experienced field maintenance support staff.

2343.3 Class Characteristics. The Collection System Maintenance Worker 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. The work involves preventive and corrective maintenance program implementation and assistance in ensuring that CVSan meets all regulatory agency requirements. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all equipment. This class is distinguished from Senior Collection System Maintenance Worker in that the latter performs troubleshooting duties and a higher level of skilled equipment repair in addition to acting as a crew leader and training staff in work procedures.

2343.4 Examples of Duties (Illustrative only).

2343.4.1 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 preventive maintenance basis.

2343.4.2 Respond to customer complaints or problems and use inspection equipment to identify causes and facilitate repair.

2343.4.3 Operate high velocity cleaning and rodding equipment to clean and flush sewer lines on a scheduled or emergency basis.

2343.4.4 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.

2343.4.5 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.

2343.4.6 Service and maintain mobile equipment in a clean and orderly condition; make minor repairs as needed; service and repair television inspection and specialty high velocity cleaning equipment.

2343.4.7 Contact the public to inform them of activities and shut-downs; explain applicable rules and regulations.

2343.4.8 Respond to emergency calls for service; assist in mitigating overflow spills and damage as required.

2343.4.9 Perform installation and maintenance of underground lines, often with the assistance of contract staff.

2343.4.11 Maintain accurate records of work performed.

2343.5 Essential Cognitive Job Functions:

2343.5.1 Ability to comprehend and follow instructions:

2343.5.1.1 Ability to maintain attention and concentration for necessary periods.

2343.5.1.2 Ability to understand written or oral instructions.

2343.5.1.3 Ability to do work requiring set limits, tolerances, or standards.

2343.5.2 Ability to perform simple and repetitive tasks:

2343.5.2.1 Ability to ask appropriate questions and request assistance.

2343.5.2.2 Ability to perform activities of a routine and applicable nature.

2343.5.2.3 Ability to remember locations and work procedures.

2343.5.3 Ability to maintain a work pace appropriate to a given workload:

2343.5.3.1 Ability to perform activities within a schedule, maintains regular attendance, and be punctual.

2343.5.3.2 Ability to complete a normal work day and/or work week and perform at a consistent pace.

2343.5.4 Ability to perform complex and varied tasks:

2343.5.4.1 Ability to synthesize, coordinate, and analyze data.

2343.5.4.2 Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

2343.5.4.3 Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2343.5.5 Ability to relate to other people beyond giving and receiving instructions:

2343.5.5.1 Ability to get along with co-workers and peers.

2343.5.5.2 Ability to perform work activities requiring negotiating with, explaining, or persuading.

2343.5.5.3 Ability to respond appropriately to evaluation or criticism.

2343.5.6 Ability to influence people:

2343.5.6.1 Ability to convince or direct others.

2343.5.6.2 Ability to understand the meaning of words and to use them appropriately and effectively.

2343.5.6.3 Ability to interact appropriately with people.

2343.5.7 Ability to make generalizations, evaluations, or decisions without immediate supervision:

2343.5.7.1 Ability to recognize potential hazards and follow appropriate precautions.

2343.5.7.2 Ability to understand and remember detailed instructions.

2343.5.7.3 Ability to make independent decisions or judgments based on appropriate information.

2343.5.7.4 Ability to set realistic goals or make plans independently of others.

2343.5.8 Ability to accept and carry out responsibility for direction, control, and planning:

2343.5.8.1 Ability to set realistic goals or make plans independently of others.

2343.5.8.2 Ability to negotiate with, instruct, and supervise people.

2343.5.8.3 Ability to respond appropriately to changes in work conditions.

2343.6 Non-Essential Job Functions:

2343.6.1 May serve as crew leader on a project basis.

2343.6.2 Instruct less-experienced staff in work procedures.

2343.6.3 Enter data into an automated work order tracking system.

2343.6.4 Ensure that adequate materials and supplies are available for maintenance and repair work.

2343.6.5 Assist in facilities maintenance.

2343.6.6 Assist in inspection of pumping stations on a scheduled basis; read and record flow meters and gauges; perform servicing and repair of pumps, motors, valves, and other mechanical and electrical equipment.

2343.6 Qualifications. Knowledge of:

2343.6.1 Principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater collection system, including underground sewer lines, laterals, and pumping stations.

2343.6.2 Basic principles and practices of mobile equipment servicing and repair.

2343.6.3 Safety equipment and practices related to the work, including confined space entry.

2343.6.4 Principles and practices of public agency contract oversight.

2343.6.5 Applicable laws, codes, and regulations.

2343.6.6 Basic computer applications related to the work.

2343.6.7 Techniques for providing a high level of customer service to public and CVSan staff, in person and over the telephone.

2343.6.8 Current equipment and procedures in the field.

2343.6.9 Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

2343.7 Skill to:

2343.7.1 Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground sewer lines and laterals and pumping stations.

2343.7.2 Perform service and minor maintenance on a variety of stationary and mobile equipment.

2343.7.3 Safely use hand and power tools related to the work, driving and operating trucks, and equipment.

2343.7.4 Interpret and explain laws, regulations, policies, and procedures.

2343.7.5 Make accurate mathematical calculations.

2343.7.6 Read maps, manuals, and specifications.

2343.7.7 Respond effectively to emergency situations and troubleshoot such situations.

2343.7.8 Prioritize own work and using independent judgment within procedural guidelines.

2343.7.9 Maintain accurate records of work performed.

2343.7.10 Serve as crew leader on a project basis.

2343.7.11 Establish and maintain effective working relationships with those contacted in the course of the work.

2343.7.12 Use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions, or approaches to problems.

2343.8 Education and Experience. Equivalent to graduation from high school and two (2) years of experience in wastewater or storm sewer line cleaning and maintenance.

2343.9 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.

2343.10 License and Certification. Must possess and keep current or obtain during 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.

2343.11 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.

2343.12 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; occasionally bend, stoop, pull, stretch and reach; have strength and stamina to transport up to one hundred (100) pounds.

2343.13 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 ***