



COLLECTION MAINTENANCE WORKER I/II/III

ESSENTIAL FUNCTION

Learns, assists with, and performs a variety of tasks requiring manual labor, semi-skilled, and skilled work maintaining, repairing, installing, and inspecting the wastewater collection system.

DISTINGUISHING CHARACTERISTICS

Supervision is provided by the Supervisor of Treatment/Field Operations. Technical or functional supervision may be provided by other personnel. Employees may advance through the series upon satisfactory completion of training, licensing and certification requirements. Positions in these classes are flexibly staffed.

Collection Maintenance Worker I is the entry-level classification in the Collection Maintenance Worker series. Employees in the classification receive on-the-job training and experience in the operation of a wastewater collection system. As experience and proficiency are gained, assignments will become more varied and difficult and supervision become more general rather than direct.

Collection Maintenance Worker II performs journey level work and is required to have previous experience and knowledge of the fundamentals of a wastewater collection system, which is typically attained through the Collection Maintenance Worker I classification. Employees in this classification perform a broader range of duties, more technically complex tasks, are supervised less closely, are expected to set an example of professional efficiency, and may occasionally provide technical direction to less experienced maintenance staff.

Collection Maintenance Worker III is the advanced level in the Collection Maintenance Worker series and is involved in work that is complex and requires considerable experience, skill and technical knowledge, which is typically attained through the Collection Maintenance Worker II classification. Positions in this class are distinguished from the Maintenance Technician I/II positions in that the employees are frequently called upon to make critical decisions that affect SAM's objectives.

ESSENTIAL DUTIES

Employees in any classification in this series may perform any combination of duties assigned to this series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

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Perform preventive sewer maintenance by the use of various electrical, hydraulic, mechanical, and hand-operated cleaning devices; operate heavy and special equipment and hydrojet sewer cleaners.

Prepare the work site; transport the required tools to the work site; return tools and equipment to their proper place; learn and assist in maintaining tools, equipment, materials and worksite in proper and safe condition in accordance with work group practice and policies.

Follow proper safety precautions, rules, regulations, and practices; participate in the SAM safety programs.

Maintain written records, such as confined space entry permits, USA forms, pre-trip inspection forms, and learn to complete service requests and daily work forms.

Perform data entry and retrieval, such as electronic mail /calendar, time keeping, Underground Service Alert (USA) marking information; enter computer work orders into software system; access data in GIS.

Read and interpret maps of the wastewater collection system.

Perform emergency work on the wastewater collection system.

Operate a motor vehicle and common hand and power tools in the performance of the work.

Operates, maintains and performs preventive maintenance on equipment and tools such as trucks, power tools, sewer rodder, hydraulic jet cleaner, front loader, backhoe, compressor, sewer line camera inspection unit, and related equipment and tools.

Removes blockages and obstructions from sewers, repairs and replaces structures such as manholes and rodding inlets.

Install and inspect wastewater flow meters.

Operate electronic metal detection equipment and hazardous gas detectors.

Performs any other assigned duties that are appropriate for the scope and level of responsibility in this series.

KNOWLEDGE AND ABILITIES

Knowledge of the following is required to perform the essential duties of the classification.

- The operation and use of standard tools, equipment, and materials used in repair, installation, and construction.

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- Basic math and computer skills.
- Safety precautions pertaining to working in and around machinery, traffic, and electrical systems.

Ability to do the following is required to perform the essential duties of the classification.

- Wear S.C.B.A. and perform confined space entry and emergency response duties in protective clothing and equipment including S.C.B.A. weighing 32 pounds.
- Work on-call as assigned which may include evenings, weekends and holidays
- Perform basic mathematics calculations accurately.
- Keep standard records.
- Make verbal and written reports of work performed.
- Operate tools and equipment related to the maintenance, repair, installation, construction, and inspection of the wastewater collection system.
- Drive and ride in vehicles for long periods of time.
- Understand and follow oral and written instructions in English.
- Maintain written and computerized records.
- Learn and apply the procedures and safety practices related to the work.
- Establish and maintain cooperative working relationships with other staff.
- Learn to exercise independent judgment.
- Communicate verbally about the work with other crew members and staff.
- Perform heavy manual labor.
- Read block book sewer maps and GIS.
- Work effectively in a team-based organization focused on continuous improvement.
- Establish and maintain a positive customer service attitude and effective working relationships with internal and external customers.
- Ask for input and offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Collection Maintenance Worker I

Experience

One year of full-time experience in construction or maintenance. No previous knowledge or experience of wastewater collection systems is required.

Education

High school diploma, or equivalent.

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License or Certificate

Possession of a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA). Newly hired employees must meet this requirement prior to successful completion of the probation period.

Collection Maintenance Worker II

Experience

One year of full-time experience as a Collection Maintenance Worker I at SAM or two years of full-time experience in construction and maintenance work performing duties comparable to those of a Collection Maintenance Worker I.

Education

High school diploma, or equivalent.

License or Certificate

Must possess a Grade II Collection System Maintenance Certificate from CWEA.

Collection Maintenance Worker III

Experience

Two years of full-time experience as a Collection Maintenance Worker II at SAM or three years of full-time experience in construction and maintenance work performing duties comparable to those of a Collection Maintenance Worker II.

Education

High school diploma, or equivalent.

License or Certificate

Must possess a Grade III Collection System Maintenance Certificate from the California Water Environment Association.

OTHER REQUIREMENTS

These requirements apply to all classifications within this series.

Must have and maintain a satisfactory driving record and be insurable by SAM for the operation of SAM vehicles. Must obtain Class B California driver's license permit within 90 days of hire, and obtain and maintain the license within one year of entry into this Classification. Must meet all written, physical, testing, and notification requirements established by the Department of Motor Vehicles. Must also meet and maintain requirements of the Department of Transportation (D.O.T.) for drug and alcohol testing.

Have or obtain valid First Aid and CPR certificates within one year of hire or promotion into this series.

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While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employees of SAM are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Non-Exempt

Collective Bargaining Representation Unit: Local 39

Appointment and Removal Authority: General Manager

Approved: 7/13/2016