



CLASSIFICATION SPECIFICATION

COLLECTIONS SYSTEM LEAD OPERATOR

DEFINITION:

Under general direction, to lead and perform a variety of skilled technical duties and skilled labor in the maintenance of a collections system that feeds the Districts wastewater facilities. Exercises technical and functional supervision over lower level staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Chief Plant Operator. Exercises close to general supervision over collections system staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Participates and directs the work of crews involved in emergency line stoppages.
- Performs inspection of tie-in into system and routine line maintenance of entire sewer system.
- Locates and marks laterals for point of connection.
- Investigates sewer stoppages and clears problems.
- Resolves minor and major stoppages and sewage spills
- Directs and performs operations of equipment, jetting/vacuum equipment, pumps, blowers, and unsafe atmosphere testers.
- Directs and performs operations of Closed-Circuit Television (CCTV) of the Districts sewer system.
- Reports and documents any damage caused to private property or homes by Districts line.
- Ensures traffic safety when working in the streets.
- Ensures that all safety precautions have been adhered to prior to entering any confined space.
- Locates lines and manholes on blueprints.
- Inspects and prioritizes sewer mains in need of replacement for capital improvement plans.
- Creates and implements a sewer system management plan with monthly and quarterly cleaning schedules.
- Maintains combination truck, including greasing, checking oil, water, breaks, tires, air tanks, and rodder hose.
- Schedules work with outside contractors.
- Organizes and participates in removing and installing damaged District sewer mains when necessary.
- Estimates the cost of manpower and equipment when used to clear private laterals in

emergency situations to help ensure public safety.

- Assists Wastewater treatment staff in cleaning tanks, head works, clarifiers and other stations as needed.
- Assists and participates in performance evaluations for subordinates
- Participates in purchasing and specifying new equipment
- Participates in the preparation of mid-year and end-of-fiscal year budget documents.
- Assists and participates in monitoring appropriate budgeting controls.
- Participates in Fats, Oils, and Grease (FOG) control program.
- Uses jackhammer to uncover manholes that have been covered with blacktop.
- Participates in keeping the District in compliance with the State Water Resources Control Board.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Combination of office and field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and five (5) years of increasingly responsible experience in wastewater collections system maintenance and cleaning work, including at least three (3) years of experience in a lead capacity.

License/Certificate:

Possession of a valid Class B California driver's license and satisfactory driving record.

Possession of a Grade III California Water Environment Association Collection Maintenance certificate.

Possession of a confined space and sewage spill response certificates of training.

Possession of a National Association of Sewer Service Companies Pipeline Assessment Certification Program (PACP) Certificate.

Possession of a CPR/First Aid Certification or ability to obtain within one (1) year of appointment date.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Operations, services, and activities of a wastewater collections maintenance program.
- Operational characteristics of specialized wastewater collections equipment.
- Materials, methods, practices, and equipment used in wastewater collections system maintenance and repair.
- Occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Methods of sewer entrance and inspections.
- Principles and procedures of record keeping and reporting
- Safe driving principles and practices.
- Principles and practices of supervision, training, and performance evaluations.

Ability to:

- Plan, organize, and review the work of collections system staff in the area of work assigned.
- Provide lead supervision and training to assigned staff.
- Operate a wide variety of equipment and tools used in wastewater collections maintenance and repair in a safe and effective manner, including trenching and excavating equipment.
- Independently perform the most difficult wastewater collections maintenance and repair duties.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Respond to request and inquires from the general public.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster a positive and harmonious working relationship with those contacted in the course of work.

OTHER REQUIREMENTS:

This is a safety sensitive position subject to drug testing, including random drug testing, pursuant to the District's Employee Drug and Alcohol policy and guidelines established by the U.S. Department of Transportation ("DOT") in accordance with Title 49 CFR Part 40.

STATUS: Non-Exempt

Created: June 13, 2019