



## LEAD COLLECTIONS SYSTEM OPERATOR

### **DEFINITION**

Under direction, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, maintenance, and repair of assigned District wastewater collection mains, lines, and facilities; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Collections System Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Provides technical and functional supervision to assigned wastewater collection system staff; reviews and controls quality of work; participates in performing routine to complex and specialized wastewater collection and maintenance duties.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with supervisor or manager; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Instructs and trains employees in work procedures, work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned District wastewater collection systems and equipment, including District facilities and lift stations, for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Ensures street barricades and cones are installed to control traffic around work sites and ensure safe conditions for the general public and District workers.
- Ensures staff identify and comply with Underground Service Alert (USA Dig-Alert) requirements prior to initiation of work; performs USA Dig-Alert markings/locating of collection system facilities and connections.

- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for the division; monitors expenditures.
- Inspects industrial and commercial businesses to ensure compliance with applicable codes and determines requirements of discharge permits; responds to complaints regarding illicit discharges, odors, hazardous materials, water conservation, sanitary sewer overflows, grease interceptor overflows, and Fats, Oils, and Grease programs, in both public and private sectors.
- Inspects and evaluates work in progress and upon completion to ensure repairs, maintenance, and project activities are performed in accordance with District standards and specifications.
- Develops, maintains, implements, and oversees the general and preventive maintenance schedules, plans, logs, and checklists for wastewater collection activities.
- Assists in coordinating, overseeing, and personally participating in all assigned maintenance programs.
- Operates specialized construction and maintenance equipment, as well as light to heavy vehicles.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services, including after-hours emergencies, as necessary.
- Leads the work of a crew operating and maintaining the District's collection system, including hiring, and evaluating employees.
- Ensures collection systems are working effectively to meet flow requirements and sanitary sewer overflows (SSO) are avoided; mitigates any SSO; notifies the Office of Emergency Services (OES) and accurately reports SSO information into the State's CIWQS program.
- Coordinates with management to budget, plan, and oversee outside contract services in order to comply with the Sanitary Sewer Management Plan (SSMP), and to ensure contractors are meeting District specifications.
- Operates electronic metal detection equipment and hazardous gas detection equipment.
- Oversees confined space entry for routine maintenance and emergency issues; performs emergency rescues if needed.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Principles, practices, techniques, equipment, and materials used in maintaining and repairing of comprehensive wastewater collection and storm drains systems.
- Principles and practices of preventive maintenance.
- Operational characteristics of CCTV equipment and their application to sewer system diagnostic methods.

- USA Dig-alert system operations and requirements.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Principles and practices of automatic control valves and backflow prevention devices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics and mathematics.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Identify wastewater collection system maintenance needs and take corrective actions.
- Read and interpret a variety of gauges and charts.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of increasingly responsible experience in the construction, maintenance, and repair of wastewater collection and storm drain systems.

#### **Licenses and Certifications:**

- Possession of a valid Class “B” California Driver's License with proper endorsements, to be maintained throughout employment.
- Possession of a valid Grade III California Water Environment Association Collection System Maintenance certificate, to be maintained throughout employment.
- Possession of valid confined space certificates of training to be maintained throughout employment.
- Possession of a valid National Association of Sewer Service Companies Pipeline Assessment Certification Program (PACP) Certificate, to be maintained throughout employment.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

#### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **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.