



## COLLECTIONS SYSTEM OPERATOR I/II

### **DEFINITION**

Under immediate (Collections System Operator I) or general (Collections System Operator II) supervision, performs a wide variety of unskilled, semi-skilled, and/or skilled journey level tasks involved in the construction, installation, repair, and maintenance of the District's Collections facilities, systems, and equipment; installs, inspects, repairs, and maintains water mains, service lines, and related appurtenances used in the collections and transmission of wastewater; operates light and medium duty motorized equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Collections System Operator I) to general (Collections System Operator II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Collections System Operator I:* This is the entry-level classification in the Collections System Operator series. Initially under close supervision, incumbents learn and perform a variety of unskilled and semi-skilled duties in the construction, maintenance, and repair of the District's wastewater collections system, equipment, and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Within the scope and authority of their mandated certification, positions at this level perform some of the duties required of the positions at the Collections System Operator II level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Collections System Operator II:* This is the fully qualified journey-level classification in the Collections System Operator series. Positions at this level are distinguished from the Collections System Operator I level by the performance of higher-level operating duties as assigned, working independently, and exercising judgment and initiative within the scope and authority of mandated certification. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Collections System Operator in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

Positions in the Collections System Operator class series are flexibly staffed; positions at the Collections System Operator II level are normally filled by advancement from the Collections System Operator I level; progression to the Collections System Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Collections System Operator II level.

### **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.*

*Positions at the Collections System Operator I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs inspection, maintenance, and repair activities of District's sewers and wastewater equipment; locates and repairs leaks in mains and service lines; cuts and lays pipe.
- Operates and maintains closed circuit television (CCTV) system and equipment used to monitor and prevent problems in the wastewater system.
- Cleans sanitary wastewater lines in the collections system by means of hydro cleaning.
- Inspects and cleans the interiors of sewers and pump stations; conducts routine tests of sewer pipes; cuts and removes roots, grease, and other obstacles from sewers.
- Inspects manhole covers and manholes; ventilates as needed.
- Reads and interprets collections system maps to determine basic flow characteristics and construction details.
- Participates in the containment and clean-up of spills emanating from the collections system.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Performs Underground Service Alert (USA Dig-Alert) locates; works with a variety of documentation to locate and report on sewer lines and appurtenances; ensures proper notification of work to be performed.
- Operates a variety of specialized vehicles, tools, and equipment used in the maintenance and repairs of wastewater collections system; maintains combination truck, including greasing, checking oil, water, brakes, tires, and air tanks.
- Participates in Fats, Oils, and Grease (FOG) control program.
- Reads maps, blueprints, and instructions in establishing routes and work schedules.
- Completes reports, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

*Positions at the Collections System Operator I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Basic principles, practices, tools, and materials as they relate to the construction, maintenance, and repair of wastewater collections and storm drain systems.
- Methods and techniques of cutting and laying pipe.
- Operational characteristics of CCTV equipment and their application to sewer system diagnostic methods.
- USA Dig-Alert system operations and requirements.

- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Basic mathematics.
- Principles and practices of record keeping.
- 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:**

- Perform assigned maintenance and repair duties with accuracy and speed.
- Operate specialized wastewater collections maintenance and repair equipment including trenching and excavating equipment as well as combination truck for maintaining and cleaning of sewer mainlines.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Operate CCTV system to inspect sewer lines and identify maintenance issues.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- 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:

- Collections System Operator I/II: Possession of a high school diploma or G.E.D. required.

Experience:

- Collections System Operator I: One (1) year of experience in the construction and maintenance of wastewater collections and/or storm drain systems.
- Collections System Operator II: Three (3) years of increasingly responsible experience in the construction, maintenance, and repair of wastewater collections and storm drain systems.

**Licenses and Certifications:**

Collections System Operator I:

- Possession of, or successful acquisition within six (6) months of employment, a valid Class “B” California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months but no later than 18 months of employment, a valid Grade I California Water Environment Association Collections Maintenance certificate, to be maintained throughout employment.

Collections System Operator II:

- Possession of a valid Class “B” California Driver's License with proper endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months but no later than 18 months of employment, a valid Grade II California Water Environment Association Collections Maintenance certificate issued by the California State Water Resources Control Board, 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.