

**COLLECTION SYSTEMS WORKER I
COLLECTION SYSTEMS WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Collection Systems Worker I) or general supervision (Collection Systems Worker II), performs a variety of semi-skilled and skilled duties involved in the maintenance, operation, and repair of the City's wastewater collection system and lift stations; and operates a variety of maintenance and construction equipment including a pressurized hydrocleaner and/or sewer vacuum truck.

DISTINGUISHING CHARACTERISTICS

Collection Systems Worker I – This is the entry level class in the Collection Systems Worker series performing routine and less complex collection duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Collection Systems Worker II 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. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Collection Systems Worker II – This is the full journey level class within the Collection Systems Worker series. Employees within this class are distinguished from the Collection Systems Worker I by the performance of the full range of duties as assigned including the more complex maintenance and repair duties, operating a variety of equipment, and providing training to less experienced Collection Systems Workers. Employees 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. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Collection Systems Worker I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of semi-skilled and skilled duties involved in the maintenance, operation, and repair of the City's wastewater collection system and lift stations.
2. Clean wastewater collection system, storm drains, culverts, and catch basins; operate hydrocleaner and/or sewer vacuum truck to flush system; open clogs in lines; clean manholes and lift stations; operate electrical snake to unplug mains and laterals.

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3. Operate a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance and construction of sewer lines and laterals.
4. Respond to sanitary sewer overflows; perform necessary maintenance in order to minimize severity of overflows.
5. Respond to emergency calls as needed; locate problems and operate sewer cleaning equipment to clear stoppages.
6. Inspect sewage and storm water lift and pump stations; remove debris; disassemble and clean pumps when necessary.
7. Inspect, maintain, and operate a variety of heavy construction and maintenance equipment including a backhoe, dump truck, and other related equipment; perform daily inspection of trucks and related equipment and perform minor maintenance as necessary.
8. Locate City sewer and storm drain assets; perform line locating and marking of collection systems throughout the City.
9. Assist in inspection of new construction as necessary.
10. Retrofit and replace storm drain grates and install storm drain markers as necessary.
11. Perform a variety of general maintenance and clean up duties as necessary including weed abatement and flood and erosion control.
12. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment including explaining collection maintenance procedures; resolve complaints in an efficient and timely manner.
14. Prepare and maintain a variety of records and reports related to work performed.
15. Read maps and interpret plans, specifications, and maintenance manuals.
16. Observe safe work methods and safety precautions related to all work sites.
17. Perform special projects related to area of assignment as assigned.
18. Perform after-hours emergency work and on-call duties as assigned.
19. Train and direct the work of others as necessary.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the City's wastewater collection system.
- Wastewater collection system preventative maintenance techniques and procedures.
- Tools and equipment used in the maintenance and repair of wastewater collection systems including jet rodder, televising equipment, and vacuum truck.
- Proper methods for cleaning heads, pipes, and fittings.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of semi-skilled and skilled duties involved in the maintenance, operation, and repair of the City's wastewater collection system, lift stations and storm channels.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Understand and follow the City's SSMP (Sanitary Sewer Management Plan).
- Perform minor mechanical repairs.
- Respond to collection system maintenance/repair emergencies.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Maintain records including time, material, and equipment use records.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Exercise independent judgment and initiative without close supervision.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Collection Systems Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of construction experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within six months of appointment.

Possession of a Grade I Collection System Maintenance certificate issued by the California Water Environment Association within one (1) year of appointment.

Collection Systems Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in collection system maintenance.

Experience:

Two years of experience in the maintenance and repair of wastewater collection systems comparable to a Collection Systems Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of an appropriate, valid Class B driver's license.

Possession of a Grade II Collection System Maintenance certificate issued by the California Water Environment Association.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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FLSA: Non-Exempt

Revised: February 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.