

## **LEAD COLLECTION SYSTEMS WORKER**

*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 direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for performing a variety of duties involved in the maintenance, operation, and repair of the City's wastewater collection system and lift stations; operates a variety of maintenance and construction equipment including a pressurized hydrocleaner and/or sewer vacuum truck; and performs a variety of technical tasks relative to assigned areas of responsibility.

When assigned to NPDES, also plans, assigns, reviews and evaluates the work of crews engaged in storm channel and storm drain maintenance activities, including: construction, maintenance and repair; oversees contract work; participates in actual work performed and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Collection Systems Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Collection Systems Supervisor in that the Collection Systems Supervisor is the first-line supervisory level.

### **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. Lead, plan, train, and review the work of staff responsible for performing 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, storm channel, detention basin, and storm drain construction, maintenance, and repairs; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including collection systems maintenance methods, procedures, and techniques.
3. Supervise the use, care, and operation of collection systems equipment including trucks, power tools, and equipment.
4. Request and organize bids from vendors.

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5. Work within a budget; code invoices for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Oversee and participate in marking and/or locating City utilities including water, collection, storm, and electrical lines; communicate with USA and outside utilities for routine and emergency evacuations.
8. Oversee and participate in cleaning 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.
9. Oversee and participate in operating a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance, and construction of sewer lines and laterals.
10. Oversee and participate in responding to sanitary sewer overflows; perform necessary maintenance in order to minimize severity of overflows.
11. Respond to emergency calls as needed; locate problems and operate sewer cleaning equipment to clear stoppages.
12. Oversee and participate in inspecting sewage and storm water lift and pump stations; remove debris; disassemble and clean pumps when necessary.
13. 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.
14. Oversee and participate in locating City sewer and storm drain assets; perform line locating and marking of collection systems throughout the City.
15. Assist in inspection of new construction as necessary.
16. Oversee and participate in retrofitting and replacing storm drain grates and install storm drain markers as necessary.
17. Oversee and participate in the performance of a variety of general maintenance and clean up duties as necessary including weed abatement and flood and erosion control.
18. Oversee and participate in the conduct of 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.
19. 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.

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20. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.
21. Read maps and interpret plans, blue prints, specifications, and maintenance manuals.
22. Perform after-hours emergency work and on-call duties as assigned.
23. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
24. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Wastewater, N.P.D.E.S/Stormwater maintenance; incorporate new developments as appropriate into programs.
25. Follow and comply with pertinent federal, state, and local laws, codes, and regulations including laws and regulations relating to the City's Wastewater collection system, pesticide, and related hazardous materials management.
26. 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.
- Principles of lead supervision and training.
- Advanced 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, vacuum truck, and chemical application equipment.
- Proper methods for cleaning heads, pipes, and fittings.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Codes, permits and environmental protection regulations applicable to the work.
- Safety requirements for operation of trucks and other equipment.
- Industry mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations, particularly related to the City's Wastewater collection system, pesticide, and related hazardous materials management.

**Ability to:**

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

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- Participate in the recommendation and administration of assigned budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Provide input on employee performance.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Oversee and 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.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform minor mechanical repairs.
- Respond to collection system maintenance/repair emergencies.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Operate an office computer and a variety of word processing and software applications.
- Estimate material and labor needs for maintenance projects.
- 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.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- 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**

**Education/Training:**

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

**Experience:**

Two years of journey level experience in the maintenance and repair of wastewater collection systems comparable to a Collection Systems Worker II with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid Class B driver's license within 6 months of appointment.

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

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Possession of a California Pest Control Applicators Certificate, Categories B & C with Aquatics Endorsement within one year of appointment.

**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.

FLSA: Non-Exempt

Revised: September 2013

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.