

COLLECTION SYSTEM OPERATOR

DEFINITION

Under immediate and general supervision of the Collection System/Maintenance/Safety Manager and Lead Collection System Operator, inspects, performs preventative and corrective maintenance and repairs District gravity wastewater collection system, sewage pump stations and sewage force mains; performs underground televised wastewater line inspection and hydrocleaning and rodding of sewer lines; inspects and performs preventive maintenance, servicing and mechanical repair of stationary and mobile equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Collection System Operator and Collection System Operator Grade I) and general (Collection System Operator Grade II and Grade III) supervision from the Lead Collection System Operator and Collection System/Maintenance/Safety Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Collection System Operator: This is the trainee-level classification in the collection system operator series. Initially under immediate supervision, incumbents learn to inspect, maintain and repair District collection system infrastructure, pump stations and related facilities and equipment. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

Collection System Operator Grade I: This is the first working classification in the collection system operator series. Positions at this level usually perform most of the collection systems infrastructure, pump station and related facilities and equipment inspection, maintenance and repair duties required of the positions at the II-level but are not expected to function at the same skill level and usually 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. Since this class is often used as a training class, incumbents may have only limited or no directly related work experience.

Collection System Operator Grade II: This is the experienced-level classification in the collection system operator series. Incumbents are expected to inspect, maintain and repair collections system infrastructure, pump stations and related facilities and equipment according to

prescribed guidelines and with assistance from more senior staff. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents receive instruction or assistance as new or unusual situations arise, and have working knowledge of District practices, procedures and policies. Employees are responsible for the successful performance of their own work and able to prioritize and determine methods of work performance within general guidelines. Incumbents will be assigned to roving maintenance crews and are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Collection System Operator III in that the latter independently performs a wide variety of collection system maintenance and repair work requiring advanced knowledge and skills, training, experience and certification.

Collection System Operator Grade III: This is the full journey-level classification in the collection system operator series. Incumbents perform the full range of duties required to ensure that District collection systems infrastructure, facilities and equipment are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of main sewer lines, laterals, pump stations and mobile equipment. Positions at this level work independently, exercise judgment and initiative and receive occasional instruction or assistance as new or unusual situations arise. Assignments may vary with the skill and training of the incumbent; however, incumbents are cross-trained in all assignments and the use of all equipment. This class is distinguished from the Lead Collection System Operator in that the latter is responsible for providing technical and functional direction to collection system operations staff and is capable of performing the most complex duties assigned to the division.

Positions at the I-, II- and III-levels are normally filled by advancement from the Collection System Operator, I- and II-levels, respectively; progression in the class series is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification and (iv) management approval for progression.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

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

Positions at the Collection System Operator, Collection System Operator Grade I and Collection System Operator Grade II may perform some of these duties in a learning capacity

- Constructs, inspects, maintains and repairs gravity wastewater collection system, sewage pump stations and sewage force mains.
- Operates specialized vehicles and a variety of light and medium equipment such as is regularly used in the wastewater sewer collection system industry and hand and power tools

to clean, flush, maintain and repair the District's wastewater collection infrastructure, facilities and equipment.

- Inspects underground wastewater collection pipes, lateral connections and associated appurtenances using closed-circuit television equipment.
- Inspects pumping station equipment and facilities; reads and records flow meters and gauges; investigates, troubleshoots and performs preventative, corrective and emergency maintenance and repair of pumps, motors, valves and other mechanical and electrical equipment; responds to power outages and installs generators and bypass pumps, as necessary; refers complex electrical, instrumentation and/or mechanical maintenance and repair issues to appropriate maintenance staff and/or the Collection System/Maintenance/Safety Manager.
- Cleans manholes, clean-outs and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; may service television inspection and specialty hydro-cleaning equipment as needed.
- Receives underground service alert (USA) requests, notifies requestor; locates, identifies and marks the location of underground wastewater lines and completes and submits electronic positive notification when completed.
- Responds to customer complaints or problems; uses inspection equipment such as CCTV to identify causes and facilitate repair; mitigates overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses confined space and other safety equipment and observes all safety procedures as specified by the District.
- Notifies manager of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements utilizing computerized maintenance management system.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs on-call duties and special shift work as assigned; responds to emergency calls for service.
- Observes and complies with all District and mandated safety rules, regulations and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to assigned supervisor.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Incumbents at the Collection System Operator, Grade I, and Grade II of the class series would not be expected to have the same level of knowledge and abilities as incumbents at Grade III and perform work in a learning capacity.

Knowledge of:

- Principles, practices, tools, equipment and supplies required to inspect, maintain and repair wastewater collection system infrastructure, facilities and equipment, including underground sewer lines and laterals and pump stations.
- Basic principles, practices and skill required to service and repair stationary and mobile equipment.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and light to medium power equipment that is regularly used in the wastewater collection industry.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Basic mathematics.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety principles, practices and procedures, including confined space entry.
- 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:

- Inspect, maintain and repair underground sewer lines and laterals and pump stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learn and perform troubleshooting and preventative maintenance of electrical issues.
- Safely use hand and power tools and operate equipment.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area of responsibility.
- 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.
- Follow District policies and procedures related to assigned duties.
- Make accurate mathematical calculations.
- Respond to and troubleshoot emergency situations.
- Maintain accurate logs, records and basic written records of work performed.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications 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.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- 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:

Collection System Operator: Equivalent to the completion of the twelfth (12th) grade. No prior experience is required.

Collection System Operator Grade I: One (1) year of general maintenance experience involving the use of a variety of tools and equipment, gas and air driven equipment, and the operation of light to heavy automotive vehicles or one (1) year of experience equivalent to the Collection System Operator at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade II: One (1) year of experience equivalent to the Collection System Operator Grade I at the Las Gallinas Valley Sanitary District.

Collection System Operator Grade III: Two (2) years of experience equivalent to the Collection System Operator Grade II at the Las Gallinas Valley Sanitary District.

Licenses and Certifications:

Collection System Operator

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.

Collection System Operator Grade I

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain valid Grade I Wastewater Collection System certificate issued by California Water Environment Association (CWEA).

Collection System Operator Grade II

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain valid Grade II Wastewater Collection System certificate issued by CWEA.

Collection System Operator Grade III

- Possession of a valid California Driver's License by time of appointment and satisfactory driving record consistent with requirements established by the District.
- Possess and maintain valid Grade III Wastewater Collection System certificate issued by CWEA.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment and to operate light and medium motor vehicles and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing 50 pounds, on average, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vehicle traffic, vibration, confined workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes such as raw sewage.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be available for regular and emergency standby, weekend assignments, shift assignments, and to be called back and work emergency overtime as needed.