



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Collections Systems Utility Worker I/II
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GENERAL PURPOSE

Under immediate (Collections Systems Utility Worker I) to general (Collections Systems Utility Worker II) supervision, performs a wide variety of semi-skilled and skilled tasks in the construction, installation, servicing, repair and maintenance of the District's wastewater transmission and collection systems; operates light-, medium-, and heavy-duty motorized equipment; assists other departments with specialized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Collections Systems Utility Worker I: This is the entry-level classification in the Collections Systems Utility Worker series. Initially under close supervision, incumbents learn and perform more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. 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. Positions at this level usually perform most of the duties required of the positions at the Collections Systems Utility Worker 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.

The Collections Systems Utility Worker II: This is the fully qualified journey-level classification in the Collections Systems Utility Worker series. Positions at this level are distinguished from the Collections Systems Utility Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. 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.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

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

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Collections Systems Utility Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs skilled and semi-skilled work in the construction, installation, repair, and maintenance of wastewater collection lines, mains, and facilities.
- Locates mains and valves by map plots or specialized equipment; locates all utilities by potholing.
- Locates and repairs wastewater leaks in mains and service lines; cleans out around damaged area; removes excess water; assesses damage and determines materials required to make repairs.
- Prepares barricade plans and sets up and removes barricades to protect crews from street traffic; provides traffic control.
- Excavates and backfills sidewalks, streets, trenches, and culverts using hand and power tools.
- Exposes mains and lines, following safe dig practices and shutdown procedures; determines the amount of hand-digging required; installs and removes various types of trench shoring; refills trenches.
- Cuts mains, lines, pipes, and cables to permit repairs and installation; replaces old mains and pipes.
- Fabricates forms and pours and finishes concrete; replaces and repairs concrete curbs, gutters, and sidewalks; repairs asphalt surfaces.
- Operates specialized sewer-line cleaning vehicles and equipment; cleans and services line cleaning vehicles and equipment; operates video camera equipment to inspect sewer lines; performs skilled work in assembling, laying, and aligning sewer mains and service lines; calculates and verifies slopes.
- Establishes stable main and pipe base when necessary; cuts pipes using saws, pipe cutters, torches, and other tools; caulks joints; threads and bends pipe.

- Performs welding on pressurized pipes, including fabrication (concrete, pours and finishes cement) and pipefitting both in the shop and in the field.
- Works in vaults and manholes and other confined spaces, utilizing proper safety techniques and equipment in accordance with District and departmental safety policies and procedures; lifts and removes vault and manhole lids; ventilates vaults and manholes; performs vault repairs.
- Responds to questions and complaints from the public regarding repair work.
- Operates heavy equipment such as trucks, vacuum trucks, skip loaders, backhoes, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, jet rodder, and a wide variety of other hand, hydraulic, and power equipment; cleans and maintains tools and equipment used in the field and shops.
- Operates fall arrest, fall retrieval, and atmosphere testing and monitoring equipment, sewer and drain cleaning cable equipment, chemical application equipment, blowers, and ventilators, and smoke testing equipment.
- Documents work performed in work order packets; performs data entry on various computer systems.
- Works from land plots, maps, atlas books, sketches, blueprints, and other diagrams to locate valves and other buried facilities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Operation of power equipment, including trucks, loaders and related equipment.
- Pipefitting methods and techniques.
- Concrete forming, pouring, and finishing methods and techniques.
- Shoring principles and methods.
- Methods and techniques of concrete finishing.
- Shop mathematics.
- Operational characteristics of specialized video equipment used to inspect and determine the condition and maintenance needs of sewer lines.
- Methods and techniques of performing field and shop welding.
- Principles and practices of recordkeeping.
- 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 skilled tasks in the maintenance of wastewater collection mains and lines including confined space entry.
- Operate the tools and equipment, including heavy equipment, common to public utility construction and maintenance.
- Perform arc and electric welding and metal cutting.
- Set up and maintain traffic controls.
- Estimate necessary materials and equipment to complete assignments.
- Shore trenches.
- Read and interpret blueprints and maps.
- Maintain records and files.
- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Collections Systems Utility Worker I: One (1) year of experience in utility or public works-related maintenance and construction work.
- Collections Systems Utility Worker II: Two (2) years of experience in utility or public works related maintenance and construction work, or one (1) year experience as a Collections Systems Utility Worker I with the District.

Education:

- Collections Systems Utility Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

Collections Systems Utility Worker I/II:

- A valid California driver's license, Class A with appropriate endorsements, and ability to maintain insurability under the District's Vehicle Insurance Policy within six months of date of hire are required. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

Collections Systems Utility Worker I:

- CWEA Grade I certification is desired.

Collections Systems Utility Worker II:

- CWEA Grade I certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus 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 60 pounds, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 and vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Collection Systems Utility Worker I/II class series are flexibly staffed; positions at the Collection Systems Utility Worker II level are normally filled by advancement from the Collection Systems Utility Worker I level; progression to the Collection Systems Utility Worker 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 Systems Utility Worker II level.

Eastern Municipal Water District
Job Title: Collections Systems Utility Worker I/II
Last Update: September 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	<i>September 30, 2020</i>
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Collections Systems Utility Worker I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____