JOB DESCRIPTION
Collections Systems Utility Worker III
Code Number: 38009

GENERAL PURPOSE

Under general supervision, regularly fills in for Crew Leaders as needed and performs journey level work in the construction, installation, servicing, repair and maintenance of the District’s collection and transmission of wastewater; operates light-, medium-, and heavy-duty motorized equipment; assists other departments with specialized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Collection Systems Utility Worker III is the journey-level class in this series expected to fill in for Crew Leaders on a short or long term basis. Incumbents are expected to independently perform the full range of duties and are fully competent to assist and serve as back-up for the Collection Systems Utility Crew Leaders as required. Positions at this level are distinguished from those in the lower level classification of Collection Systems Utility Worker II by the independence with which they fill in for Crew Leaders.

It is further distinguished from the Collection Systems Utility Crew Leader by the latter's responsibility for serving as lead.

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. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL 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 the class.

Performs the most complex 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; determines the amount of hand digging required; provides traffic control; prepares barricade plans and sets up and removes barricades to protect crews from
street traffic; excavates and backfills sidewalks, streets, trenches and culverts using hand and power tools; exposes mains and lines, following safe dig practices and shutdown procedures; installs and removes various types of trench shoring; assesses damage and determines materials required to make repairs; cuts mains, lines, pipes and cables to permit repairs and installation; replaces old mains and pipes.

Refills trenches; repairs asphalt surfaces; replaces and repairs concrete curbs, gutters and sidewalks.

Operates specialized sewer line cleaning vehicles and equipment; cleans and services line cleaning vehicles and equipment; inspects wastewater collection systems; operates video camera equipment to inspect sewer lines.

Performs the most complex skilled work in assembling, laying and aligning sewer mains and service lines; establishes stable main and pipe base when necessary; cuts pipes using saws, pipe cutters, torches, and other tools; caulks joints; threads and bends pipe; calculates and verifies slopes.

Performs welding on pressurized pipes, including fabrication (concrete, pours and finishes cement) and pipefitting both in the shop and in the field.

Requests line locations; locates and repairs wastewater leaks in mains and service lines; cleans out around damaged area; removes excess water.

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; checks condition of 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.

Fabricates forms for concrete; pours and finishes cement.

Operates equipment to locate, analyze and troubleshoot leaks.
Documents work performed in work order packets.

Works from land plots, maps, atlas books, sketches, blueprints and other diagrams to locate valves and other buried facilities.

Performs data entry on various computer systems.

Serves as the lead worker in the Crew Leader's absence.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

**Knowledge of:**

Operation of power equipment, including trucks, loaders and related equipment; shop mathematics; safe work methods and safety regulations pertaining to the work; shoring principles and methods; traffic safety methods, practices and regulations.

**Ability to:**

Perform skilled tasks in the maintenance of wastewater collection mains and lines; operate the tools and equipment, including heavy equipment, common to public utility construction and maintenance; perform arc and electric welding and metal cutting; follow oral and written instructions; estimate necessary materials and equipment to complete assignments; shore a trench; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; set up and maintain traffic controls.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of journey-level experience in water distribution or wastewater collection system maintenance, repair and construction.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license, Class A with appropriate endorsements, and the ability to maintain insurability under the District’s Vehicle Insurance Policy. 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.

Grade II CWEA Collection Systems Maintenance Certification is desirable.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

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.
The employee frequently works outside in a wide range of weather conditions, in or near street traffic with significant exposure to unsafe or hazardous drivers, near moving mechanical parts, and on slippery and uneven surfaces, and in confined spaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

**FLSA DETERMINATION:** Non-exempt