GENERAL PURPOSE

Under general supervision, performs a wide variety of semi-skilled and skilled tasks 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 I is the skilled entry level class in the Collection Systems Utility Worker series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Collection Systems Utility Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Collection Systems Utility Worker II is the experienced/journey level class in the series, fully competent to independently perform duties of the job. This class is distinguished from the lower classification of Collection Systems Utility Worker I by the relative independence with which duties are performed. Collection Systems Utility Worker II is further distinguished from Collection Systems Utility Worker III in that the latter serves the advanced-journey level in the series.

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 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 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.

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 one year of experience in utility or public works-related maintenance and construction work.
A Collection Systems Utility Worker I may be considered for advancement to Collection Systems Utility Worker II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, a Collection Systems Utility Worker I is expected to be capable of meeting the proficiency criteria within a 6–12 month period, depending on an individual’s prior experience and progression in performing the full range of Collection Systems Utility Worker II duties as described in the established performance criteria.

Attainment of a CWEA Grade I certification is highly desirable to advance to the Collection Systems Utility Worker II.

**Licenses; Certificates; Special Requirements:**

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.

**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, near moving mechanical parts, and on slippery and uneven surfaces, in or near street traffic with significant exposure to unsafe or hazardous drivers, 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
FLEX REQUIREMENTS
Collection Systems Utility Worker I (Flex)
Collection Systems Utility Worker II
Wastewater Collections

LENGTH OF TIME REQUIRED

A Collection Systems Utility Worker I may advance or “flex” to the Collection Systems Utility Worker II class after **6-12 months** of experience in the Collection Systems Utility Worker I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Wastewater Collection Systems Utility Worker I must also demonstrate proficiency to perform the full range of duties as described in the Collection Systems Utility Worker I/II job description. One indication of proficiency is possession of a C.W.E.A. Collection System Maintenance Technology Grade I certificate.

Possession of a Class A drivers license with appropriate tank endorsement is required.