



UTILITIES MAINTENANCE WORKER III / IV WASTEWATER COLLECTION

DEFINITION:

To perform a variety of skilled and semi-skilled tasks in the construction, maintenance and repair of the City's wastewater collection facilities.

SUPERVISION RECEIVED AND EXERCISED

UTILITIES MAINTENANCE WORKER III:

General supervision is provided by higher level personnel. These are a journey level positions in the Utilities Maintenance Worker series. It is distinguished from the Utilities Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the Division assigned, including highly skilled heavy equipment operation under minimal supervision.

UTILITIES MAINTENANCE WORKER IV:

This is an Advance Journey level of the Utilities Maintenance Worker series. Additional responsibilities beyond those of the Utilities Maintenance Worker III (above) may include providing functional and technical supervision to lower-level maintenance personnel. Level IV employees will ensure a safe working environment: including assisting in the development and implementation of appropriate traffic control during all phases of work within the right-of-way.

EXAMPLES OF DUTIES:

The following are typical duties encompassed by the job class, this is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Operate a variety of moderately heavy and heavy construction and maintenance equipment including such pieces as a backhoe, High Velocity Vacuum Cleaner (HVVC), loader, grader, roller, crane, three-axle truck, and truck with trailer
- Perform a variety of construction and maintenance operations requiring a high level of skill and expertise including Closed-Circuit Television (CCTV)
- Use concrete cutting equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work
- Knowledge and skill to document crews work on sewer and stormwater collection systems
- Ability to set up jobs with necessary personnel, equipment and supplies
- Knowledge of and compliance with policy and procedures in the department's Injury and Illness Prevention Program (IIPP)
- Utilize proper safety precautions and set a proper example for others

- Operate telemetering and flow monitoring equipment
- Prepare field designs and as-built drawings when required to convey information to engineering for drawing documentation
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the employee must be present to work on facilities and equipment impacting the public's health and safety.

ADDITIONAL JOB FUNCTIONS FOR UTILITIES MAINTENANCE WORKER IV:

- May act as a lead-worker for multiple crews of maintenance workers on assigned projects
- Increased responsibility and initiative for assisting in scheduling department activities and allocating resources
- Make recommendations to improve operational efficiency
- Assist in responding to challenging customer service calls and complaints

OTHER JOB FUNCTIONS:

- Provide general information to the public, other City departments, and vendors pertaining to sewer and storm drain collection systems
- Perform duties in the general maintenance and repair of sewage and stormwater collection facilities; install, test and backfill sewer service laterals
- Repair and maintain storm drains, pipes and catch basins
- Requisition materials and supplies for assigned facilities and projects
- Work cooperatively with others
- Drive vehicles and equipment as required
- Perform related duties as assigned
- Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency callouts

QUALIFICATIONS:

Knowledge of:

- Operational characteristics of heavy mechanical equipment used in the construction and maintenance of wastewater collection systems.
- Methods, tools, and materials used in the construction, operation maintenance and repair of sewers and storm drain systems, and the characteristics of the material and equipment used.
- The hazards associated with the above work and proper safety precautions to minimize risk, including appropriate traffic control devices.
- The laws, ordinances and rules involved in construction, maintenance and repairs, and operating trucks and heavy equipment.
- Codes, ordinances, specifications, and standards for the City of Woodland, American Water Works Association (AWWA), California Division of Occupational Safety and Health (CALOSHA), the Environmental Protection Agency (EPA), State Water Resources Control Board (SWRCB), California Water Environment Association (CWEA), and California Stormwater Quality Association (CASQA) among others. Including Department of Public Health (DPH), National Pollution Discharge Elimination Systems (NPDES) and California Integrated Water Quality System (CIWQS) reporting requirements.

- The components which make up the collection systems, including life cycle estimates, condition assessment, and maintenance requirements.

Skill to:

- Perform highly skilled work in the construction, operation, maintenance and repair of wastewater collection systems.
- Operate and maintain machinery and equipment related to the maintenance, repair and operation of wastewater collection systems.
- Operate CCTV Trucks and HVVC Units for collection system inspection.
- Act as lead worker for crews of maintenance personnel.
- Assist in the training and supervision of others in the development of skills and abilities related to the construction, operation, maintenance and repair of sewers and storm drain collection systems, and in the safe operation of related equipment.
- Oversee and monitor the work of others.
- Understand and carry out both oral and written directions in an independent manner.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for assigned work in a safe and efficient manner.
- Assist in preparation of performance appraisals.
- Maintain written records and reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Schedule daily activities for Sewer and Storm Collection System Division crews

Additional Skills for Utilities Maintenance Worker IV:

- Increased responsibility for the overall scheduling of Sewer and Storm Collection System Division activities such as preventative maintenance, and short-term and long-range system repairs.
- Offer recommendation to the Senior Utilities Maintenance Worker on work assignments, input on evaluations, etc.
- Assume the lead worker responsibilities for multiple maintenance crews when necessary
- Provide advanced supervision and training to lower-level maintenance workers.
- Proficiency with the computer programs used in the department including understanding supervisory control and data acquisition (SCADA), work order tracking software such as CityWorks, and software such as Microsoft Office
- Provide review comments on construction documents.

Ability to:

- Read and interpret plans and specifications.
- Operate and maintain machinery and equipment related to the maintenance, repair and alterations of wastewater collection.
- Maintain and repair light power equipment.
- Perform heavy manual labor.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Additional Abilities for Utilities Maintenance Worker IV:

- Understand and execute oral and written direction independently.

- Collect and enter data in an electronic format.
- Interact effectively and courteously with both internal and external customers in the performance of required duties.
- Interpret and apply policies and procedures.
- Ability to report Sewer Systems Overflow (SSO) to the state as a data submitter.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

- High School Diploma or equivalent.
- Supplemental coursework or training in sewer collections, and stormwater as needed for license and certificates.
- Specialized coursework in wastewater system operation and permitting is highly desirable.
- Courses in, or graduation from, the American Public Works Association’s Public Works Institute is desirable.

Experience:

Two years’ experience performing duties comparable to those of Utilities Maintenance Worker I/II.

License and Certificate:

(Utility Maintenance Worker III and IV)

- Valid Class B California Driver's License with Tank and Air Brake Endorsements required for placement.
- Class A driver’s license within six months of hire.
- Confined Space Certification prior to permanent appointment.
- Competent Person Certification prior to permanent appointment.
- First Aid and CPR certifications prior to permanent appointment.
- Forklift Certification prior to permanent appointment.
- International Municipal Signal Association Work Zone Safety or equivalent prior to permanent appointment.

Utility Maintenance Worker III Wastewater Collections/Stormwater assignment

- California Water Environment Association Grade II Wastewater Collections System Maintenance certificate required for placement; Grade III required prior to permanent appointment.
- California State Drinking Water Operator Certification Program (DWOCP) Grade I Water Distribution Operator (D1) prior to permanent appointment.
- California State DWOCP Grade I Water Treatment certificate is desirable.

Utility Maintenance Worker IV Wastewater Collections/Stormwater assignment

- Grade IV (C-4) Wastewater Collection System Certificate from CWEA required for placement.
- National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) Certification prior to permanent appointment.
- HAZWOPER 24-hour certification is desirable.
- Qualified Applicator License (QAL Pesticides) is desirable.
- California State DWOCP Grade II Water Treatment certificate is desirable.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.