



**SENIOR UTILITIES MAINTENANCE WORKER
SANITARY SEWER/STORM DRAINAGE SYSTEMS**

DEFINITION:

Provides lead supervision to crews of lower-level utilities maintenance personnel. Plans, organizes and supervises the work of Utilities Maintenance Workers on the City's Sewer and Stormwater collection systems. Performs a variety of skilled work involving the construction, maintenance, repair and operation of the City's wastewater collection systems. May act as the Chief Collections Systems Operator and backup Legally Responsible Official and/or Data Submitter in their absence.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by a Chief Collections Systems Operator or designee. Responsibilities include providing supervision and training for semi-skilled and skilled collection systems maintenance personnel. Positions assigned to this class perform the full range of duties normally expected of the Utilities Maintenance Worker series. It is distinguished from the rest of the Maintenance Worker classification in that employees assigned to this class are expected to assume lead supervision over crews of Utilities Maintenance Workers I/II and/or III/IV'S and act as an assistant to the Chief Collections Systems Operator.

EXAMPLES OF DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

- Plan, organize, and supervise the work of Utilities Maintenance Workers in the Wastewater Collections Division of the Public Works Department
- Act as a lead worker for crews of Utilities Maintenance Workers on assigned projects
- Schedule operations, maintenance and repair work, orders materials and maintain routine records including tracking budgetary items and project
- Provide training, supervision, and evaluation of assigned crew members
- Perform the most difficult and technically complex work in the maintenance, repair and operation of sewage and storm drainage collection systems
- Assist in inspecting the work of private contractors engaged in construction and maintenance activities in the city
- Ensure appropriate traffic control during all phases of construction projects
- Work cooperatively with others, including other City departments and outside agencies as necessary
- Assist in preparation and monitoring of the budget, prepares cost estimates for work to be performed; submits justification for equipment
- Operate telemetering and flow monitoring equipment
- Drive vehicles and equipment as required

- Track and review Service Requests, customer complaints and employee workload through the City's CMMS CityWorks Program
- Be familiar with the operation maintenance and minor repair of closed-circuit television (CCTV) Equipment
- Knowledgeable about the operation and maintenance of High Velocity Vacuum Cleaning Units.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment impacting the public's health and safety

OTHER JOB FUNCTIONS:

- Respond to public service calls and complaints
- Serve in a standby status after regular working hours and respond to emergency callouts
- Assist in the evaluation of operations and activities and make recommendations for improvements and modifications
- Assist in the preparation of reports, inquiries and projects
- Instruct subordinates in proper work techniques of equipment and safety precautions and requirements
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- The City's Sanitary Sewer Management Plan (SSMPT) goals and objectives
- Operational characteristics of heavy mechanical equipment used in the construction and maintenance of wastewater collection systems
- Methods, tools, and materials for wastewater collection system operation, maintenance and repair
- Hazards associated with the collection system work and proper safety precautions
- Creation of Traffic Control Plans (TCP) including use of appropriate traffic control devices
- Budgeting practice including cost estimating and tracking for department and project budgets
- Principles of supervision, training, discipline and performance evaluation
- CA Integrated Water Quality System and National Pollutant Discharge Elimination requirements
- Reporting Requirements and MS4 Municipal Separate Storm Sewer
- System regulations, Codes, ordinances, specifications, and standards governing wastewater collection for the City of Woodland; including the American Water Works Association (AWWA), California Division of Occupational Safety and Health (CALOSHA), the Environmental Protection Agency (EPA), State Water Resources Control Board (SWRCB), and California Stormwater Quality Association (CASQA), etc.
- Computerized maintenance management systems such as CityWorks and Microsoft Office including Excel, Word, and Outlook

Skill to:

- Perform highly skilled operation, maintenance, construction and repair work on wastewater collection systems

- Use and operate required hand tools, mechanical equipment, and power tools in a safe manner
- Direct and supervise crews of maintenance personnel
- Read and interpret plans and specifications
- Maintain both routine and complex records
- Communicate effectively, both orally and in writing
- Supervise and train less experienced personnel
- Assist in preparation of performance appraisals

Ability to:

- Lead, organize and review the work of wastewater collection division staff
- Interact effectively and courteously with the public
- Implement new and existing operation, construction, and maintenance work procedures and practices
- Operate and maintain machinery and equipment related to the construction, maintenance, repair, alteration and operation of wastewater collection systems
- Accurately collect and record data in an electronic format
- Assist in the development and analysis of regulatory and operational reports
- Interpret and apply policies and procedures
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Minimum Education and Experience:

Education:

- High School Diploma or equivalent
- Supplemental coursework or training in wastewater collection or a closely related field
- Specialized coursework in closed circuit television is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

- Two (2) years of experience performing duties comparable to those of a Utilities Maintenance Worker III/IV in wastewater collection

License and Certificate:

- CA Water Environment Assoc. Grade IV Wastewater Collections System Maintenance certificate upon hire
- National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) Certification prior to permanent appointment
- California State Drinking Water Operator Certification Program (DWOCP) Grade II Water Distribution Operator (D1) is desirable
- Qualified Applicator Certificate (QAC- Pesticides) prior to permanent appointment
- Valid Class B California Driver's License with Tank and Air Brake Endorsements upon hire - Class A Driver's License within six (6) 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

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 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify 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.