



COLLECTIONS SYSTEM OPERATOR I/II/III

FLSA Status: Non-exempt

Department: Collections

Supervised by: Collections System Supervisor

GENERAL DESCRIPTION

Under general supervision, performs a variety of inspection, construction, maintenance, repair, and locating functions associated with ISD's wastewater collections systems, including pipes, manholes and pumping stations.

CLASS CHARACTERISTICS

Collections System Operator I

This is the entry-level class in the Collections System Operator series and performs the more routine tasks and duties. As experience is gained, incumbents are expected to handle more assignments without detailed instructions.

Collections System Operator II

This is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. This classification differs from the Collections System Operator I in that incumbents may work without direct supervision and must exercise independent judgement. This class may be required to direct the work of others in the absence of a CSO III or supervisor.

Collections System Operator III

This is the advanced journey-level class in which the incumbents are expected to perform at the highest level, capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all areas, depending upon the immediate needs of the District. While incumbents possess advanced journey-level skills in one or more areas of activity, all are expected to be able to perform maintenance and repair in all areas of assignment. This classification differs from the Collections System Operator II in that incumbents may lead a crew and provide functional supervision in the absence of a supervisor.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to the following:

- Perform a variety of construction, maintenance, repair, cleaning, and inspection duties on ISD's wastewater collections system and lift stations.
- Operate hydro vacuum truck to flush collections systems; open clogs in lines; locate leaks and complete repairs; clean manholes, and lift stations; record flow rates and pump hours.
- Operate and maintain line inspection and video equipment to survey, open, and repair lines; review plans and specifications for location of lines; use equipment to determine concentration of hazardous gases and oxygen deficiencies in manholes and other confined spaces and permit confined space entries.

- Operate, inspect, repair, and maintain pumps, electric motors, diesel and gasoline engines, air compressors, hydraulic systems, valves, electrical controls, and associated instrumentation, including telemetry and supervisory control and data acquisition (SCADA) systems.
- Conduct and respond to wastewater collections system locates; use Underground Service Alert (USA) computer program, operate locating equipment; accurately read and interpret maps, specifications, drawings, and blueprints.
- Inspect, maintain and operate a variety of construction and maintenance equipment including heavy-duty trucks, loaders, and other related equipment.
- Maintain detailed and comprehensive records related to collections system installation, repair and maintenance activities.
- Use proper traffic control techniques to provide a safe working environment when working in heavy traffic areas.
- Perform a variety of building maintenance and grounds keeping work.
- Comply with all ISD's policies, procedures, rules and regulations including all safety standards.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Procedures, materials, tools, and equipment used in the repair, replacement and construction of wastewater systems and facilities.
- Procedures and practices for cleaning, maintaining and repairing wastewater collections pipelines.
- Operation of video monitoring equipment.
- Principles and procedures for wastewater pipeline inspections.
- Methods, materials, tools and equipment used in general construction, maintenance and repair.
- Uses, purposes and maintenance of hand and power tools.
- Operation, use and maintenance of a wide variety of light and moderately heavy power-driven equipment.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of unskilled, semi-skilled, and skilled maintenance, operational, and repair tasks involved in the District's sewage lift stations and sewage collections systems.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Use Self Contained Breathing Apparatus (SCBA).
- Ensure safety around work areas in high traffic.
- Operate video monitoring inspection equipment, analyze results, identify problem area(s), and prepare detailed records and reports.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, and District Safety Directives.

Physical Requirements:

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

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit to drive or ride in vehicle for long periods of time on a continuous basis; stand and walk over a variety of terrain at job sites for long periods of time; intermittently sit while operating heavy equipment; bend, squat, climb, kneel, crawl, and twist while getting in and out of trenches, in confined spaces, and working in sewage; perform simple and power grasping, pushing, and pulling; fine manipulation; use feet to operate foot controls; lift or carry weight of 75 pounds or more; hear traffic noise; and observe oncoming traffic for safety.

Work Environment:

Outside: Work outdoors in a variety of weather, terrain, and undergrowth conditions, with or around environmental hazards such as poison oak, stinging insects, and blood- and water-borne pathogens.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collections.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

Special Physical Requirements:

Must be able to wear SCBA and perform confined space entry and emergency response duties in protective clothing and equipment weighing 32 pounds. Note: incumbents will be required to be free of facial hair that would interfere with the use of a respirator for annual fit tests and for any occasion, which requires the use of respiratory equipment to comply with ISD's respiratory program and Cal/OSHA standards.

MINIMUM QUALIFICATIONS:

Collections Systems Operator I:

Education/Training: High school diploma or general education degree (GED).

Experience: One year of general maintenance and construction experience.

License and Certificate: Possession of a valid Class C driver's license. A valid out-of-state driver's license will be accepted during the application process. Must obtain a Class B California driver's license with tank and air brakes endorsements within first six months of employment.

Possession of a Grade I Collections System Maintenance Certificate issued by the California Water Environment Association Technical Certification Program or must obtain the certificate within first 12 months of employment.

Collections Systems Operator II:

Education/Training: High school diploma or general education degree (GED).

Experience: Two years of responsible experience performing duties as a Wastewater Collections Operator I or comparable experience performing similar maintenance and repair duties.

License and Certificate: Possession of a valid Class B California driver's license with tank and air brakes endorsement. Possession of a Grade II Collections System Maintenance Certificate issued by the California Water Environment Association Technical Certification Program.

Collections Systems Operator III:

Education/Training: High school diploma or general education degree (GED).

Experience: Five years of responsible experience performing duties as a Wastewater Collections Operator II or comparable experience performing similar maintenance and repair duties.

License and Certificate: Possession of a valid Class B California driver's license with tank and air brakes endorsement. Possession of a Grade III Collections System Maintenance Certificate issued by the California Water Environment Association Technical Certification Program.

Collections System Operator I, II and III positions are required to possess or obtain within training timelines the following certifications: CPR, Backhoe Operator, Confined Space Entry, SCBA, California Competent Person, CalOSHA Flagger/Traffic Control.

WORK HOURS

Must be available for regular and emergency standby and weekend assignments and to be called back and work emergency overtime as required. Will be expected to work weekend and holiday shifts as needed.