



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
www.cayucossd.org
805-995-3290

WASTEWATER COLLECTION SYSTEM TRAINEE/WORKER I/II/III JOB DESCRIPTION

DEFINITION:

Under general supervision of the Lead Collection Worker, employees are trained to perform a variety of semi-skilled and skilled work in the operation and maintenance of the facilities of a sewer collection and conveyance system; and to perform related work as required.

The essential functions contained herein are typical of this classification and are intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or if it is similar or closely related to another duty statement to address business needs and changing business practices.

DISTINGUISHING CHARACTERISTICS:

Trainee: This period allows employees to acquire knowledge of the collections system under constant supervision. Duties include assisting in system inspection and performance of basic maintenance and equipment operations.

Collection Worker I: Following the trainee period, this is the entry-level in the Wastewater Collection System Worker series. This class is distinguished from Worker II by the performance of the more routine tasks and duties including inspecting grounds and performing maintenance as assigned.

Collection Worker II: This is the intermediate level within the Wastewater Collection System Worker series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. This class is distinguished from Worker III in that the latter performs more complex processes and has some lead responsibilities.

Collection Worker III: This is the advanced level in the Wastewater Collection System Worker series. Positions at this level are distinguished by the level of responsibility assumed and the complexity of duties assigned including performing the most difficult operations and maintenance processes and leading the efforts of lower-level staff. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Participates in the routine and preventative maintenance, repair, and construction related to a sewer collection and conveyance system, including lift/pump stations, sewer lines, pumps, motors, valves, telemetry and control systems.
- Operates and maintains a variety of hand tools and equipment utilized in the maintenance and operation of a sewer collection and conveyance system.
- Performs scheduled cleaning of sewer collection system, trouble spot areas and preventive maintenance; reports the status of the sewer collection and conveyance system and related activities to immediate supervisor.
- Assists in replacing broken lines, raising manholes and lamp holes; assists in implementing sewer inflow and infiltration reduction measures.
- Performs operations in conformance with established policies, procedures, and standards established by the District and CalOSHA.
- In coordination with the wastewater treatment plant, performs testing for hydrogen sulfide.
- Assists in setting up metering devices at determined locations; collects data used to meter and monitor flows.
- Performs diagnostic procedures and troubleshooting to detect sewer collection and conveyance system operational problems, and in taking recommended corrective action.
- Keeps records of daily maintenance and operations.
- Inspects sewer lateral installations, sewer service connections and extensions to the sewer system.
- May provide work direction, training and guidance and serve as a resource to lower-level Collection Workers.
- Performs related duties, as required.

In addition to the above, Collection Worker III may perform the following duties:

- Provide supervision and training to assigned personnel; assign tasks and projects to Collections staff; train staff in appropriate methods and techniques; schedule staff to ensure proper on-call coverage.
- Participate in establishing schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate supervisory and/or management staff; allocate resources accordingly.

QUALIFICATIONS:

NOTE: The required level and scope of the following relate directly to the level of the position as described in the Distinguishing Characteristics.

KNOWLEDGE OF:

- Equipment, facilities, materials, methods and procedures used in the maintenance and operation of a sewer collection and conveyance system, including pumping stations and related facilities.
- Safety procedures and work practices including working in confined spaces and hazardous conditions.

- Office procedures, methods and equipment including computers and applicable software applications along with basic mathematics and electronics.
- Federal, state and local laws and regulations pertaining to wastewater collection.

ABILITY TO:

- Safely and effectively perform semi-skilled and skilled maintenance and operations work related to a sewer collection and conveyance system, including working in confined spaces and hazardous conditions.
- Safely and effectively operate automotive and specialized equipment utilized in the maintenance and operation of a sewer collection and conveyance system.
- Effectively inspect facilities and recognize inefficient, unusual or dangerous operating conditions.
- Exercise sound judgement in emergency and non-emergency situations and take a proactive approach to problem solving.
- Understand and follow oral and written instructions and directions.
- Communicate effectively in both oral and written forms.
- Establish and maintain effective work relationships.
- Establish and maintain good public relations.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalent.
- Intermediate computer literacy including a basic knowledge of programs such as Excel, Word, Outlook and database programs.

LICENSE & CERTIFICATION REQUIREMENTS:

In addition to the below, all employees must possess a Class C or above California Driver's License, must have and maintain a satisfactory driving record, and must be insurable to operate District vehicles.

All employees will be expected to obtain certification through the Cayucos Sanitary District as may be required, including but not limited to the following: Forklift, CPR, First Aid, Fire Extinguisher, HazMat, Confined Space, and Infectious Disease Prevention; and immunizations as required.

Collection Worker Trainee:

- Any combination of education, experience and training pertaining to plumbing, wastewater collection or other related field.
- Must have the ability to obtain a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (C.W.E.A.) before the end of the first year of hire.

Collection Worker I:

- Must possess a Grade 1 Collection System Maintenance Certificate issued by the California Water Environment Association (C.W.E.A.).

Collection Worker II:

- Must possess a Grade II Collection System Maintenance Certificate issued by the California Water Environment Association (C.W.E.A.).

Collection Worker III:

- Must possess a Grade III Collection System Maintenance Certificate issued by the California Water Environment Association (C.W.E.A.).

Continuing education is required and encouraged.

OTHER:

- Shall reside within a thirty-minute response time of the District's maintenance shop.
- Must be able to successfully obtain first aid, CPR and confined space training and certification.
- Shall be required to be on standby duty (on a rotational basis) evenings, weekends and on holidays. Collection Trainee may participate in on-call duties once sufficient experience has been obtained.
- Shall answer emergency calls per on-call schedule; respond to emergencies at various locations as necessary.

TOOLS & EQUIPMENT USED:

Motor vehicles, generators, pumps, gauges, ladders, common hand and power tools, gas detection devices, mobile radios, and telephones.

PHYSICAL DEMANDS:

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.

A new hire will be required to take a physical examination after the offer of employment but prior to beginning work and must be certified by the District's medical examiner that the prospective employee meets the physical requirements necessary to perform the essential functions of the job safely and effectively.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to handle, feel, grasp, reach and to operate objects, tools and controls. The employee is regularly required to talk, hear and smell. The employee is regularly required to stand, sit and walk. The employee is frequently required to engage in a free range of movement to bend, squat, climb, balance, kneel, crouch, crawl and twist.

The employee must frequently lift, move and carry items and objects. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration.

The employee occasionally works in confined spaces, i.e., sewer manholes. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.