

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: COLLECTIONS SYSTEM WORKER II

DATE: 8/25/2020

JOB CODE: 21871

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GEN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision or direction, perform a variety of skilled, semi-skilled, and unskilled duties related to wastewater collection system cleaning and blockage clearing work; participate in the construction, assessment, maintenance, and repair of the Department's wastewater (sanitary sewer) collection system; operate closed-circuit television (CCTV) and global-positioning system (GPS) equipment to inspect or document sanitary sewer lines and related facilities; operate and maintain a variety of light, medium, and heavy-duty motorized equipment and power/hand tools; ensure compliance with the general waste discharge orders issued by the California State Water Resources Control Board (SWRCB) and the Department's Sewer System Management Plan (SSMP); and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Collections System Worker II is the skilled/journey-level classification in the Department's Collections System Worker Series. Under general supervision, incumbents perform the full range of assigned duties with greater independence than a Collections System Worker I and the ability to exercise sound judgment and discretion related to work processes and methods. Work requires the knowledge and application of a wide variety of maintenance, repair, construction, and installation methods and practices, carried out in conformance with Department standards and procedures, as well as applicable safety and regulatory requirements. Incumbents monitor and maintain the Department's sanitary sewer lines and clear line blockages. Duties may involve the operation of mechanical equipment related to specific assignments. Incumbents require the ability to work independently, exercising judgment and initiative and typically report to the Collections System Supervisor.

The Collections System Worker II is distinguished from the Collections System Worker I by the skill level required, knowledge of the Department's system, and the ability to operate more sophisticated equipment such as the sewer line video camera and related computer equipment. The Collections System Worker II is further distinguished from the Collections System Lead Worker in that the latter is responsible for overseeing the work of a Collections System Worker crew and ensuring proper safety guidelines and procedures are followed.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;

- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform skilled, semi-skilled, and unskilled work in the maintenance, repair, construction, and installation of wastewater collection system lines, mains, facilities, and appurtenances;
- Perform a wide array of related duties involved in assessing, video inspection, monitoring, cleaning, and maintaining of the sanitary sewer collection system;
- On a geographic and pre-scheduled basis, participate in an efficient sewer maintenance crew and perform routine maintenance, flushing, and cleaning/clearing of sanitary sewer collection lines using combination sewer cleaning vehicles ("Vactor" machines) or other types of vehicles or mechanical equipment to deroot, degrease, and unstop lines, pumps, and flooded areas; run hose up collection line, operate water pressure and other controls, and ensure debris is removed from sanitary sewer lines; vacuum materials from manholes, wet wells, vaults, or other structures in order to prevent spills and improve operations;
- Set up upon arrival and take down just prior to departure safe and effective traffic controls and/or diversions in compliance with Department policies, procedures, Manual on Uniform Traffic Control Devices (MUTCD), and similar regulatory documents in order to create and maintain a safe work zone/area;
- Read and understand sewer line location maps; open and close wastewater lines and/or install bypass pumping systems when necessary for repair and cleaning operations; open manhole covers and enter confined spaces using self-contained breathing apparatus, body harness equipment, hoists, and tripods; use tools to remove debris from manholes; monitor gas and oxygen levels in confined spaces;
- Assess collection system damage(s) and determines materials required to make repairs;
- Wear Self-Contained Breathing Apparatus (SCBA) and climb into manholes to inspect conditions and dislodge objects from sewer lines; perform sewer system repairs including sewer mains;
- Raise and repair sewer manholes and perform concrete and other repairs and patchwork to maintain the system's integrity;
- Request line locations and/or locate mains, service line laterals and valves; Determine if site is ready for construction work, based on required permits and safe excavation procedures; Ensure an Underground Service Alert (USA) ticket has been processed, if required;
- Adhere to Standard Operating Procedures (SOPs) and actively promote the use of SOPs;
- Safely and legally operate medium and heavy equipment requiring possession of a valid Class "B" California Motor Vehicle Operator's License with airbrake and tanker endorsements, such as industrial combination sewer cleaning trucks with high-pressure water and vacuum systems, skip loader, backhoe, and heavy dump truck; transport water/sewer pumps, traffic light boards, and lighting apparatuses;
- Operate a video inspection camera unit to inventory and assess the wastewater collection system and to identify cleaning effectiveness, maintenance/repair needs, and problem conditions which may result in a Sanitary Sewer Overflow (SSO); Evaluate and report conditions using Pipeline Assessment Certification Program (PACP) protocol; Utilize Geographic Information Systems (GIS) and/or GPS tools to capture, collect, and store data regarding location and condition of infrastructure;
- Train and instructs others in safe and proper equipment operation;
- Estimate resources needed for assignment and request parts, tools, materials, and supplies;

- Respond to customer questions and complaints regarding sewer odors, Sanitary Sewer Overflows (SSOs), and repair work.
- Evaluate problems and determine appropriate response; notify customers (as directed by Supervision or Management) of problems and the Department's responsibilities to perform necessary repairs;
- Assist Staff of other Divisions of the Department utilizing specialized tools and/or equipment;
- Interact with utility company staff and other agencies to locate and identify systems facilities and to coordinate maintenance/construction work;
- Respond to emergency call-outs to clean-up and repair sewer line breaks, stoppages, and flooding;
- Prepare accurate reports and keep a variety of records, including daily route records, work orders, safety work sheets, equipment and vehicle usage logs, and other related documents;
- Enter data onto computerized maintenance programs or databases or perform other basic computer-based functions;
- Perform routine fueling, cleaning, services, and minor repairs on equipment and vehicles; observe and document condition of equipment and vehicles;
- May assist in orienting or training new personnel; make recommendations on improvements to job procedures;
- Perform all work in accordance with established safety policies, procedures, and methods, including OSHA regulations relating to confined space entry and working around dangerous gases; take appropriate precautions to preserve their own safety and others during the course of performing tasks.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Methods, techniques, tools, and equipment common to wastewater collections maintenance, repairs, and construction;
- Light, medium, and heavy-duty motorized equipment, including water trucks, combination trucks, backhoes, skip loaders, forklifts, and portable sewer cleaning equipment;
- Relevant traffic safety and traffic control regulations, codes, laws, and guidelines, including the MUTCD;
- Basic trenching and shoring methods and techniques;
- Basic pipe materials, fittings, pipefitting tools, and methods;
- Agency ordinances, codes, procedures, and practices regarding areas of assignment; Federal, state, and local laws/regulations/ordinances/codes applicable to the assigned areas of responsibility;
- Occupational hazards, safety policies, and safe work practices relative to the assigned work;
- Hazardous materials collection and disposal;

- General computer data entry skills;
- Rescue retrieval techniques, the use of shoring equipment, and confined space entry/operations.
- Automated and/or GIS systems for wastewater collections;
- Collection system line videotaping and analyzing techniques;
- Basic design and operations of the Department's Collections and Transmissions Systems;
- Practices and techniques of sewer inspection and evaluation utilizing sewer video equipment and PACP protocol;

Ability to:

- Perform heavy physical labor for extended periods of time in all weather conditions anticipated within the Department's Service Area;
- Work with various tools in and around heavy traffic areas such as streets, alleys, and intersections;
- Perform physical labor in a confined space wearing SCBA;
- Inspect, service, adjust, and repair manholes and sewer lines;
- Operate vehicles/trucks, power equipment, and tools used in the maintenance and repair of sewer lines; estimate necessary equipment to complete assignments;
- Lift manhole covers; enter, descend, ascend, and exit manholes;
- Recommend changes to improve the safety, efficiency, or effectiveness of system operations and equipment;
- Operate a computer and common office equipment/software;
- Understand and appropriately carry out oral and written instructions; communicate effectively, both orally and in writing;
- Keep accurate records;
- Organize with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative and work independently in the absence of supervision;
- Establish and maintain effective working relationships with City and Department, staff, the public, and others encountered in the course of work; exercise patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Work various shifts, standby at night and on weekends and holidays, and respond to call-out emergencies as required; handle emergency situations as directed;
- Operate automated and/or GIS systems for wastewater collections and understand outputs;
- Analyze sewer lines video results;
- Read and interpret data;

- Analyze and solve problems;
- Learn and apply new information and skills.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent.

Experience: At least two (2) years of experience in utility or public works-related maintenance and construction work.

Certificates: Possession of California Water Environment Association (CWEA) Collection System Maintenance Certificate Grade I at the time of appointment.

A valid California Water Environment Association (CWEA) Collection System Maintenance Certificate Grade II is required within 18 months of appointment.

Certifications in first aid and CPR required at the time of appointment.

Ability to pass Department-provided Confined Space-Entry Training within six (6) months of appointment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "B" driver's license with tank endorsement and with air brake restriction (or greater equivalent) is required at time of application. For out of state applicants, a valid driver's license is required and a valid California Class "B" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Employees in this classification will be required to participate in mandatory call back or standby duty and are subject to being on-call, which includes a rotating schedule including nights, weekends, and holidays; must be able to respond to emergency calls within the time period specified within the current Sewer System Management Plan when performing on call service.

Must be clean shaven or have trimmed facial and head hair to properly use personal respirators and/or self-contained breathing apparatus equipment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is primarily performed in a field environment that is frequently loud and prolonged, in a variety of environmental and extreme weather conditions (both indoors and out), and in or near street traffic with significant exposure to hazardous drivers. Incumbents regularly work near moving mechanical parts, are exposed to wet and/or humid conditions, exposed to electrical hazards, heavy vibration, and in precarious places. Incumbents frequently work on slippery or uneven surfaces and work occasionally involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes or airborne particles, gas, untreated wastewater, dirt, dust, grease, oil, caustic chemicals, solvents, and toxic agents, and fumes in various states (gaseous, liquid, or solid). Incumbents need to be able to tolerate unpleasant odors (and take appropriate safety precautions), wet conditions, and uncomfortable climate conditions. Incumbents are regularly required to sit, walk, and stand on a variety of surfaces, use hands to finger, handle, feel, or operate objects, tools, and controls, use hands and arms at any height (including above the shoulder), perform repetitive movements of hand and/or wrists climb or balance on ladders or stairs, and traverse or stand on uneven surfaces. There is frequent need to stand, stoop, bend at the waist, walk, crawl, crouch, climb and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, regularly lift and/or move in any direction materials and supplies weighing up to 50 pounds and occasionally up to 100 pounds and to travel to various locations. Must be able to work in enclosed spaces while wearing protective clothing. Must be clean shaven or have trimmed facial and head hair to properly use personal respirators and self-contained breathing apparatus equipment. Must be able to see in the normal visual range with or without correction with both eyes and depth perception with vision sufficient to see colors, adjust focus, read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Collections System Worker II

To: Collections System Lead Worker

To: Collections System Supervisor

To: Collections System Superintendent

Job Description:

BOWC Approved:

6/12/2018

Rev:

8/25/2020

Testing Standards: App Review/ Supp App Review