

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: COLLECTIONS SYSTEM WORKER I

DATE: 11/26/2024

JOB CODE: 1045

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, to 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 systems; operate closed-circuit (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 and the Department's Sewer System Management Plan (SSMP); and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Collections System Worker I is the entry/journey-level classification in the Department's Collections System Worker series. Initially under direct guidance, incumbents learn and perform a variety of routine duties in the maintenance, repair, construction and/or installation of wastewater collection lines, mains, and facilities, 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 in this class require the ability to work independently, exercising judgment and initiative. The Collections System Worker I is distinguished from the Collections System Worker II in that an incumbent in the latter class operates more sophisticated equipment such as a sewer line video camera and related computer equipment. The Collections System Worker I is further distinguished from the Collections System Lead Worker in that an incumbent in the latter class is responsible for overseeing the work of a Collections System Crew and ensuring proper safety guidelines and procedures are followed.

Incumbents in the Collections System Worker I classification are expected to perform at the journey-level within one (1) year of appointment and are expected to exercise discretion and independent judgment within established guidelines. Employees in this class typically report to the Collections System Supervisor.

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 de-root, 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/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 determine 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 Driver'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;
- Assist in the operation of 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 possibly result in a Sanitary Sewer Overflow (SSO);
- 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 Department divisions 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 into 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 the safety of others during the course of work.

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, repair, 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.

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;
- Assist in inspecting, servicing, adjusting, and repairing manholes, and sewer lines;
- Operate vehicles/trucks, power equipment, and tools used in the maintenance and repair of sewer lines; estimate equipment necessary to complete assignments;
- Lift manhole covers; enter, descend, ascend, and exit manholes;
- Identify and tolerate unpleasant odors and take appropriate safety precautions;
- 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;
- Read and interpret data, information, and documents;
- Analyze and solve problems;
- Learn and apply new information and skills;
- Effectively interact with others encountered in the course of work;
- 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.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent.

Experience: At least one (1) year of experience working in maintenance or construction. Experience in performing public works-related maintenance and construction work is desirable. Experience performing collections system maintenance specifically in the wastewater or stormwater field is highly desirable.

Certificates: California Water Environment Association (CWEA) Collection System Maintenance Certificate Grade I within one (1) year of appointment.

Certifications in first aid and CPR required within one (1) year 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 "C" driver's license required upon application. Possession of a valid California Class "B" commercial driver's license with air brake endorsement, tanker endorsement and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c), a valid California Class "B" commercial driver's license with air brake endorsement, tanker endorsement and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment.

Obtaining and maintaining required certification and commercial driver's license as specified herein is a condition of employment. Failure to obtain and maintain any required certifications or commercial driver's license noted within the stipulated timeframes shall be considered grounds for termination. Obtaining and maintaining certifications/licenses is the sole responsibility of the employee.

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, in precarious places. Incumbents frequently work on slippery or uneven surfaces or 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, 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 accommodation(s) 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 accommodation(s) for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Collections System Worker I

To: Collections System Worker II

To: Collections System Lead Worker

Job Description:

BOWC Approved:	<u>4/18/2017</u>
Rev. Appr:	<u>3/27/2018</u>
Rev with title change from Sewer Maint. Worker:	<u>6/12/2018</u>
Rev:	<u>11/26/2024</u>

Testing Standards: App Review/ Supp App Review