



Collection Hi-Desert Water District Classification Specification

Job Title: Collection System Technician 1, 2, 3

Job Grade: Collection Technician 1: 7

Collection Technician 2: 8

Collection Technician 3: 10

FLSA Status: Non-Exempt

Date: March 2019

JOB SUMMARY

These positions are in the Collection System Technician classification (class) series. Under direct or general supervision of the Chief Plant Operator or Lead Collection System Technician, performs a variety of unskilled, semi-skilled and skilled tasks in support of the District wastewater collection system installation, inspection, preventive and corrective maintenance, and repair activities, including heavy equipment and Vacuum Truck operation and performs other related work as required.

CLASS CHARACTERISTICS:

Collection System Technician 1 is the entry-level class in the collection system series. Initially under close supervision, incumbents are responsible for learning how to maintain and repair the District's wastewater collection systems and equipment. Incumbents with basic maintenance experience learn the District's systems and facilities, including the use of tools and equipment, as well as working practices and procedures. As experience is gained, assignments become more varied and the work is performed more independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is alternately staffed with Collection System Technician 2 and incumbents may advance after gaining experience, obtaining the required level of driver's licensing, meeting the qualifications of and consistently performing the work of the higher-level class.

Collection System Technician 2 is the journey level class in this collection system technician series. Under general supervision, incumbents are responsible for ensuring that the District's wastewater collection systems and equipment operate effectively and are maintained in a safe and effective working condition. Incumbents are expected to work independently and exercise judgement and initiative. Positions 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 of the work unit. This class is alternately staffed with Collection System Technician 3 and incumbents may advance after gaining experience and meeting the qualifications of and consistently performing the work of the higher-level class.

Collection System Technician 3 is the advanced journey level in this class series responsible for performing the most complex duties required to ensure that the District's wastewater collection infrastructure systems are maintained in a safe working condition. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgement. Positions in this classification rely on experience and judgement to ensure quality preventive and corrective maintenance services. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. This class is distinguished from the Collection System Lead position in that the latter is the leader of a small crew of workers.

ESSENTIAL FUNCTIONS

*The duties shown are done to differing levels of complexity and under differing level of supervision depending upon the experience, and training of the incumbent. Higher levels of the collection system class are expected to completely and independently undertake the duties listed, while lower levels may be assigned less complex tasks and require instruction and assistance, or may singly accomplish only a portion of a listed activity. Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification.*

- Inspects underground wastewater collection pipes, lateral connections, and associated appurtenances to locate leaks, breaks, infiltration, and buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis; completes work orders assigned by Chief Plant Operator or Lead Collection Technician.
- Installs, maintains, and repairs wastewater collection main and lateral service connections.
- Operates hydro-cleaning, rodding and/or vactor truck to clean and flush sewer lines on a scheduled or emergency basis.
- Operates a District work truck, driving to collection facilities for inspection and maintenance work.
- Installs and cleans manholes, clean-outs, and other drainage facilities.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the District.
- Notifies Chief Plant Operator or Collection System Lead of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Contacts the public to inform them of activities; explains applicable rules and regulations.
- Marks the location of underground wastewater lines in response to Underground Service Alert requests.
- May assist Plant Operators in the maintenance of wastewater treatment facilities.
- May maintain external premises including weeding, painting, basic carpentry and other tasks as assigned.

- Practices and ensures adherence to District and OSHA safety procedures and requirements.
- Always be on the lookout for unsafe conditions, correct immediately or report.
- Participates in training programs.
- Performs other related duties as assigned.

JOB SPECIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies used in the maintenance and repair of wastewater collection systems, including underground wastewater collection lines.
- Basic principles, practices and skill required to service and repair stationary and mobile equipment.
- Safety practices related to work, including confined space entry.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Methods and techniques of operating heavy equipment including safety principles.
- Applicable laws, codes, regulations and policy and procedures.
- Basic arithmetic.
- Principles and practices of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, and District staff.

Skills and Abilities:

- Perform semi-skilled and skilled work in the maintenance and repair of the District's wastewater collection system and equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Recognizing and correcting or reporting unusual, inefficient or unsafe operating conditions.
- Read maps, manuals, and specifications.
- Safely use hand and power tools related to the work and drive and operate all District vehicles including dump truck, backhoe, and vactor equipment.
- Prioritize own work and use independent judgement within procedural guidelines.
- Maintaining accurate records of work performed.
- Using, properly maintaining, and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Understanding and following oral and written directions.
- Establishing and maintaining professional and effective working relationships with those contacted in the course of the work and providing excellent customer service.
- Read and write at a level required for successful job performance.
- Perform strenuous, manual labor often exposed to inclement weather conditions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Operates District vehicles and equipment.
- Stands and walks for extended time periods.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in confined spaces; at heights, such as ladders or on a tank, and around raw sewage.
- Exposure to various vapors and/or airborne particles from powder and liquid chemicals; strong fumes; and unpleasant odors.
- Exposure to loud sounds from equipment.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Utilizes cellular telephones and mobile radios to communicate.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- Pass FIT and SCBA testing requirements of Respiratory Protection Program.

Collection System Technician 1: One (1) year of general maintenance and underground construction is required.

Collection System Technician 2: Two (2) years of experience as a Collection System Technician 1 with the District or three (3) years of experience installing or maintaining underground sewer, water or storm drain pipelines.

Collection System Technician 3: Two (2) years of experience as a Collection System Technician 2 with the District or three (3) years of semi-skilled to skilled maintenance experience in wastewater collection systems at a level equivalent to that of a Collection System Technician 2 with HDWD.

License / Certificate:

Collection System Technician 1: In addition to the qualifications above, the Collection System Technician 1 must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

Possession of a California Water Environment Association Grade I Wastewater Collection System certificate within two (2) years of appointment to the classification is highly desirable.

Collection System Technician 2: In addition to the qualifications above, the Collection System Technician 2 must possess a valid California Class A Driver's License and maintain a satisfactory driving record.

Possession of a California Water Environment Association Grade II Wastewater Collection System certificate within two (2) years of appointment to the classification is highly desirable.

Collection System Technician 3: In addition to the qualifications above, the Collection System Technician 2 must possess a valid California Class A Driver's License and maintain a satisfactory driving record.

Possession of a California Water Environment Association Grade III or higher Wastewater Collection System certificate is highly desirable.

Work Hours:

Normal work hours for Collection System Technician positions are 7:00am to 3:30 pm Monday through Friday. Work hours are subject to change as required to meet the needs of the District. All Collection System Technicians must be willing and able to work overtime and/or alternate schedule when required.

Collection System Technicians are required to participate in the on-call standby rotation on a regular basis; therefore, must be able to report to work when called in within 45-minutes of receiving the call. Furthermore, any employee assigned to standby duty shall abstain from consuming any intoxicating beverage and/or drug while assigned to said duty.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- Collection System Technician 1 positions are all safety-related positions subject to the District's Drug Prevention and Employee Testing Program.
- Collection System Technician 2 and 3 positions are Federally regulated DOT positions subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.