



POSITION DESCRIPTION

TITLE: COLLECTION SYSTEM OPERATOR I, II AND III
REPORTS TO: Water Reclamation Facilities Supervisor
GRADE: 3, 4, and 5
FLSA: Non-exempt
CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

EDUCATION: High School diploma or equivalent; valid California driver's license and proof of insurability; and Standard First Aid and CPR certifications are required.

Level I – Minimum of one year of construction or underground utility experience. California Water Environmental Association (CWEA) Grade 1 certification and Hazardous Materials (HazMat) Operations (Level II) certification required. State of California Wastewater Treatment Operator Grade 1 or higher and Water Distribution D1 or higher certifications are desirable.

Level II – Minimum of three years' experience as a Level I Collection Operator or related position. CWEA Grade 2 certification and HazMat Operations (Level II) certification required. State of California Wastewater Treatment Operator Grade 1 or higher and Water Distribution D2 or higher certifications are desirable.

Level III – Minimum of five years' experience as a Level II Collection Operator or related position. CWEA Grade 3 certification and HazMat Operations (Level II) certification required. State of California Wastewater Treatment Operator Grade 1 or higher and Water Distribution D2 or higher certifications are desirable.

EXPERIENCE: Knowledge of the operation, services, and activities of the Collection System to include: practices, principles and techniques of Collection System operations; pertinent federal, state, and local laws, codes, and regulations regarding Collection System operations; and general safety practices. Knowledge of office procedures, methods, and equipment including computers; ability to use spreadsheet and database software applications such as geographic information systems (GIS) and asset management systems; applicable Collection System equipment and facilities; and principles and practices of customer service.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments and general direction, and have results reviewed; District management to provide a variety of administrative support functions, District employees to discuss and resolve customer service issues; all other District personnel as required.

EXTERNAL: Interaction with consultants, contractors, and vendors to schedule meetings, purchase supplies, coordinate projects related to the Collection System operations, and contract fulfillment.

Interaction with general public and other District personnel to respond to questions on Collection System operations. Interact with emergency service personnel, as required.

PHYSICAL REQUIREMENTS

Good hearing, eyesight, and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 100 pounds. Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil and sloped surfaces; reach and twist, push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity, and gripping with hands and fingers.

This position requires the ability to be “on-call”, work evenings, weekends, and holidays.

ENVIRONMENTAL AND SAFETY CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to noisy conditions, odors, gases, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation.

Knowledge and use of personal protective equipment, confined space and hazardous gas exposure procedures, safe operation of motorized equipment, safe use of power equipment and tools, safety when working around traffic and in the public right of way, proper lifting techniques, general field safety. Understanding of accident and injury reporting policies. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under direction, plans, performs, and facilitates work on Collection System operations and performs repair and maintenance duties for wastewater collection and conveyance systems; makes recommendations for action; assists with procedures, and budget development and implementation; performs related duties as required.

This at will position's responsibilities include: performing inspections in the Collection System; interpreting, applying, and enforcing pertinent rules and regulations; reading and interpreting data, information and documents; analyzing and solving problems; using math and mathematical reasoning to determine compliance with District, State and Federal standards; performing, analyzing and interpreting the results of a variety of Collection System operations; maintaining accurate records and preparing appropriate reports; operating and maintaining testing equipment; performing assigned work in accordance with appropriate safety practices and regulations; operating office equipment including computers and supporting software applications; working independently in the absence of supervision; communicating clearly and concisely, both orally and in writing; establishing and maintaining effective working relationships with those contacted in the course of work. Knows, understands, and implements components of the District's Sanitary Sewer Management Plan (SSMP). A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME			TASKS
LEVEL			
I	II	III	
25%	20%	20%	Coordinates and facilitates Collection System operations to determine the need for maintenance, repair, and/or replacement. Diagnoses, troubleshoots, adjusts, and performs repairs on the Collection System. Reviews and evaluates Collection System operations, pump stations, pipelines, wastewater programs, and treatment plant facilities. Performs collection system assessments and service life analysis; and participates in all matters related to the operations of the collection system.
25%	20%	20%	Performs maintenance of manholes, mains and laterals; performs basic maintenance of pump stations, reservoirs, valves, sewer trunk lines, force mains, and lift stations while operating equipment as assigned.
15%	15%	15%	Utilizes and maintains information related to Collection System operations in the District's GIS, Enterprise Asset Management system, project databases, word processing, and spreadsheet applications to retain complete records and files. Prepares clear, concise, and accurate technical reports and correspondence.
5%	10%	15%	Serves as the liaison for Collection System related projects and assists with the preparation of bids and the selection of contractors to support the District's Collection System operations.
5%	10%	10%	Trains, instructs, and advises other District personnel in Collection System techniques and practices. Assists the Wastewater Department with tasks and duties, including collecting and analyzing samples, performing plant and system maintenance, and supporting wastewater project activities.
10%	10%	5%	Sets up and removes traffic control equipment and performs traffic control flagging. Works with traffic control contractors to ensure proper traffic control plans are implemented.
5%	5%	5%	Responds to emergency sewer problems and after-hours calls.

DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS

10% 10% 10% Performs all related duties as assigned.