

## CAYUCOS SANITARY DISTRICT

### POSITION DESCRIPTION WASTEWATER COLLECTION SYSTEM WORKER (TRAINEE) (Revised 1/28/05)

#### **DEFINITION**

Under general supervision, is 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.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Trained to participate in the maintenance--routine and preventive, repair, and construction related to a sewer collection and conveyance system, including lift/pump stations, sewer lines, pumps, motors, valves, telemetry and control systems.
2. Trained to operate and maintain a variety of hand tools and equipment utilized in the maintenance and operation of a sewer collection and conveyance system.
3. Assists in 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 the immediate supervisor.
4. Assists in replacing broken lines, raising manholes and lamp holes; assists in implementing sewer inflow and infiltration reduction measures.
5. Trained to perform maintenance and operation activities in conformance with established policies, procedures, and standards established by the District and Cal OSHA.
6. In coordination with the wastewater treatment plant staff, is trained to perform procedures concerning chemical injection and testing for hydrogen sulfide.
7. Assists in setting up metering devices at determined locations; collects data used to meter and monitor flows.
8. Assists with diagnostic procedures and troubleshooting to detect sewer collection and conveyance system operational problems, and in taking recommended corrective action.
9. Keeps records of daily maintenance and operations.
10. Performs related duties, as required.

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### **QUALIFICATIONS**

#### Knowledge of:

Some knowledge of equipment, facilities, materials, methods and procedures used in the maintenance and operation of a sewer collection and conveyance system.

#### Ability to:

Learn about construction and maintenance materials, principles and procedures used in operations of a sewer collection and conveyance system and lift stations; equipment, tools, techniques, and supplies used in sewer collection system and lift station maintenance work.

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.

Understand and follow oral and written instructions and directions.

Establish and maintain effective work relationships.

Establish and maintain good public relations.

#### Education and Experience:

High school graduate or equivalent.

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above.

Advancement from the trainee to the worker level series shall be based on attainment of a Collection System Maintenance Certificate issued by the California Water Environment Association (C.W.E.A.) and demonstrated performance of the required knowledge, skills and abilities. An employee who is hired at the trainee level is expected to obtain a Grade I Collection System Maintenance Certificate within two testing periods or one year (whichever is greater) from date of hire.

Possession of a Class C or above valid California Driver's License. As a condition of final hire, shall provide a copy of a current DMV driving record satisfactory to District.

Other:

Shall reside within a twenty minute response time of the District's maintenance yard.

Must be willing and able to participate and 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.

Shall be available to respond to emergency callouts.

**TOOLS & EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, hand and power tools, gas detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 safely and effectively perform the essential functions of the job.

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.

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 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; 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.