

City of Sebastopol

Job Description

Job Title:	SENIOR MAINTENANCE WORKER- SANITARY SEWER SYSTEM OPERATOR
Division:	Public Works Maintenance
Department:	Public Works
Location:	Corporation Yard
Labor Unit:	SEIU
Shift:	Daytime
Reports To:	Public Works Superintendent
Prepared By:	Public Works Superintendent
Approved By:	City Council
Approved Date:	04/06/2021
FLSA Status:	Nonexempt

PURPOSE

Under direction, performs a variety of skilled journey level work and manual labor in the operations, maintenance, and repair of wastewater collection system facilities and to operate light and moderately heavy power-driven equipment; demonstrate a full understanding of all applicable policies and work methods associated with assigned duties; perform a variety of semiskilled or skilled manual tasks, and to do specialized skilled jobs as required.

DISTINGUISHING CHARACTERISTICS

Senior Maintenance Worker-Sanitary Sewer System Operator is the specialist and lead worker level in the Maintenance Worker series. Positions in this classification are assigned to function either as a lead worker or as an expert in a specialized assignment. The former involves assignment as a lead worker on the maintenance crew performing routine maintenance and repair of wastewater collection systems, pump stations, or special projects related to pump stations. Specialized assignments include the following: administrative facilities documentation, responsibilities for Sanitation Sewer System maintenance and special projects related to pump station maintenance. This classification is distinguished from the lower-level classifications in the Maintenance Worker series by lead worker responsibilities and specialized assignments. This classification is distinguished from the Assistant Public Works Superintendent class in that the Assistant Public Works Superintendent is a full supervisory level in the Maintenance series responsible for overseeing all maintenance activities in the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a higher-level supervisor or manager or other professional or supervisory class as assigned. May exercise lead technical and functional supervision over others.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Plan, prioritize, and review the work of staff assigned to inspect, clean, maintain, construct, and repair of the City's wastewater collection and conveyance systems utilizing a variety of mechanical and specialized equipment including, but not limited to, CCTVs, vactor combination truck, construction, and other related equipment.
- Assist in the development of schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Inspect, trouble-shoot, and maintain proper collection system operation.
- Inspect and maintain easements, some of which may be remote or difficult to access.

- Participate in the repair of wastewater collection system, including damaged pipes, manholes, and casting adjustments.
- Participate in the removal and restoration of concrete and paved surfaces using a variety of construction equipment, and hand and power tools.
- Conduct daily inspections of vehicles and equipment, perform lubrication and minor operating adjustments to ensure proper operation and arrange for maintenance as needed.
- Ensure that hand and power tools are in proper operating condition for daily use and arrange for maintenance when required.
- Complete and maintain accurate, legible, and timely records and computerized asset management systems reports of work performed.
- As assigned, participate in the containment and clean-up of emergency sanitary sewer overflows (SSOs) assigned to the rotating schedule of 24/7 on-call Standby Duty.
- As a First Responder, may be assigned to direct and oversee the containment and clean-up of sanitary sewer overflows (SSOs).
- Participate in the development of Standard Operating Procedures (SOPs) and policies; make recommendations for changes and improvements to existing policies and procedures.
- Locate the City's underground utility lines and infrastructures to include laterals, mainlines, and force mains.
- Under general supervision of the Assistant Superintendent , performs skilled and complex preventive maintenance and repairs in the operation, maintenance, repair, and inspection of the sewer collection Pump Stations system.
- Repair, maintain, install, inspect, and adjust a variety of pumps and mechanical equipment at wastewater collection facilities.
- Perform common preventive and corrective maintenance and troubleshooting.
- Test and maintain process control equipment, telemetering devices, recorders, sensors, and controllers on wastewater collection process instruments and devices.
- Read and interpret basic blueprints, schematics, single line drawings and equipment manuals to perform common electrical and instrumentation maintenance on wastewater collection system facilities.
- Observe all safety precautions as required by regulatory agencies and the City, including using personal protective equipment and following hazardous communication policies and procedures.
- Prepare verbal, written, and electronic reports.
- Perform advanced electrical mathematical calculations related to assignment.
- Prepare time and equipment maintenance testing reports.
- Assist in the planning, developing, and implementing safety and training programs.
- Perform other maintenance and repair duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- Principles and practices of technical and functional supervision.
- Safe work practices, occupational hazards, and standard safety procedures.
- Operation and repair of maintenance utility systems and heavy equipment.
- Basic mathematics commonly used in the construction and collection system industry.
- Operation of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices, and materials used in collection system maintenance and repair.
- Utility locating practices and procedures.
- Confined space entry procedures.
- Codes, regulations, and laws pertaining to USA North's current California Excavation Manual and traffic control methods and requirements.
- Standard operating procedures of the City.

- The operation of G.I.S and G.P.S. equipment.
- Cal-OSHA and City required safety procedures.
- Reporting procedures and regulatory compliance for Sanitary Sewer Overflows.

Ability to:

- Organize, assign, and review the work of staff engaged in administrative support tasks.
- Interacting with co-workers, supervisors, subordinates, and the general public in a professional manner.
- Employ effective communication techniques that maintain productive working relationships and facilitates a useful exchange of ideas.
- Working independently or as a team member as assigned.
- Reading and comprehending instructions, correspondence, plans, drawings, and memos
- Preparing effective written and electronic correspondence.
- Performing basic computer operations, data entry, utilizing Microsoft Office and email.
- Presenting information in one-on-one and small group situations to other employees and supervisors.
- Adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio, and percent; drawing and interpreting bar graphs.
- Operating a motor vehicle safely.
- Operating common hand and power tools.
- Learning and adapting to improvements in industry standards.
- Read, understand, and follow oral and written directions.
- Perform heavy manual labor; climb and pull hoses uphill and downhill.
- Read and interpret documents such as safety rules, operating and maintenance instructions, diagrams, and procedure manuals.
- Write reports, correspondence, and procedures.
- Present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.
- Competent in use of Computerized Asset Management System as it relates to wastewater collection systems.
- Operating a variety of power-driven equipment and sewer cleaning machines.
- Operating equipment used in sewer maintenance, cleaning, and inspection.
- Recognize, mitigate, and correct unsafe conditions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.
- Collaboratively identify problems and develop solutions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and three (3) years related experience and/or training in sewer collection system maintenance and operations; or equivalent combination of education and experience.

LICENSES, CERTIFICATES, REGISTRATIONS

Possession of the following licensures, certifications, and/or registrations is required (Failure to maintain the above standards may result in loss of employment):

- Possession of an appropriate valid, California driver's license operator's license and a satisfactory driving record to meet the City vehicle liability insurance driving standards.
- Possession of the following certifications are required within one (1) year of appointment to the position and must be renewed and maintained during the course of employment in the position:
 - Collection System Maintenance Grade 3 Certificate (C-3) from the California Water Environment Association (CWEA).
 - State of California Department of Health Services, Water Distribution Operator Grade 2 (D-2) within one year of appointment to the position
 - California State Department of Health, Water Treatment Operator Grade 1 (T-1).
- Completion of Stormwater Best Management Practices Municipal Training from California State University, Sacramento.
- Utility Line Locator Certification within six (6) months of appointment to the position.
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- Excavation Training for Competent Person Certification.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS

Establish and maintain cooperative working relationships with those contacted in the course of work.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; sit, and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally, with assistance, lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.