

**COLLECTION SYSTEM MAINTENANCE WORKER TRAINEE**

**DEFINITION**

Learns and performs semi-skilled work in support of all District collection system installation, inspection, preventive and corrective maintenance and repair activities; assists in performing closed circuit television inspection and cleaning of lines; assists in inspecting and performing preventive and corrective maintenance, servicing and mechanical repair of stationary pumping station and mobile equipment; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Direct supervision and training is given by the Collection System Maintenance Supervisor or the Senior Collection System Maintenance Worker. May also received direction from Collection System Maintenance Worker. No direct supervision is exercised.

**CLASS CHARACTERISTICS**

The Collection System Maintenance Worker Trainee learns, assists and participates in all District activities required to install, inspect, maintain and repair collections system facilities and equipment, including main sewer lines, laterals, pumping stations and mobile equipment. This is an entry-level class that may advance to the Collection System Maintenance Worker as knowledge, skills, and experience are gained. Assignments may vary with the skill and training of the incumbent; however, all employees are cross-trained in all assignments and the use of all equipment. This class is distinguished from Collection System Maintenance Worker in that the latter independently performs the full range of skilled work in all areas of collection system maintenance and repair.

The Collection System Maintenance Worker Trainee will occupy this classification for a maximum time period of two (2) years or less. At the end of the two (2) year period, the incumbent will either advance to the Collection System Maintenance Worker classification or be terminated.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Learns to inspect underground sewer pipes, lateral connections and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots and other materials on a scheduled and unscheduled maintenance basis.
- Assists in responding to customer complaints or problems and using inspection equipment to identify causes and facilitate repair.
- Learns to operate high velocity cleaners, mechanical cleaners, closed circuit television inspection equipment to clean and maintain sewer lines on a scheduled and unscheduled basis.
- Learns to set 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.

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- Notifies supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Services and maintains mobile equipment in a clean and orderly condition; makes minor repairs as needed; learns to service and repair television inspection and specialty sewer cleaning equipment.
- Learns to inspect pumping stations on a scheduled basis; reads and records flow meters and gauges; learns to perform servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- Contacts the public to inform them of activities and shutdowns; explains applicable rules and regulations.
- Assists in responding to emergency calls for service; assists in mitigating overflow spills and damage as required.
- Learns to perform installation, maintenance and repair of underground lines.
- Maintains accurate records of work performed.
- May mark the location of underground wastewater lines in response to USA requests.
- May enter data into an automated work order tracking system.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required to maintain and repair a wastewater collection system, including underground sewer lines and laterals and pumping stations.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- Applicable laws, codes and regulations.
- Basic computer applications related to the work.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

#### **Skill in:**

- Learning to perform semi-skilled work related to the installation, inspection, maintenance and repair of underground sewer lines and laterals and pumping stations.
- Learning to perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Learning to safely use hand and power tools related to the work and driving and operating trucks and sewer cleaning equipment.
- Interpreting and explaining laws, regulations, policies and procedures.
- Making accurate mathematical calculations.
- Reading maps, manuals and specifications.
- Assist in responding effectively to emergency situations and troubleshooting such situations.
- Understanding and following oral and written directions.
- Maintaining accurate records of work performed.
- Working in a team atmosphere.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Education and Experience**

Equivalent to graduation from high school and some experience in wastewater or storm sewer line cleaning and maintenance or in underground pipeline construction is desirable.

### **Interpersonal Effectiveness:**

Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement.

### **License and Certification:**

Must possess and keep current or obtain within the probationary period a valid California class B driver's license with Air Brakes and Tanker Endorsements and have a satisfactory driving record. Must obtain Grade I level Collection System Maintenance certificate issued by the California Water Environment Association in a time period specified by the District. Must possess or obtain Cardiopulmonary Resuscitation, AED and First Aid certificates within a time period specified by the District.

### **Other Requirements:**

Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours as assigned. Must be available for emergency response.

### **Physical Requirements:**

Be able to possess mobility to inspect various collection system and pumping station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain; vision to read printed materials and a computer screen and hearing and speech to communicate in person, and over the telephone; sit and stand for long periods of time, bend, stoop, pull, stretch and reach; and strength and stamina to safely lift and carry up to 80 pounds.

### **Work Environment:**

The work requires outside exposure to all weather conditions with, dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment. Works indoors, using computer monitor, works around others, works alone, works with others.