



# City of Watsonville

## Job Description

**JOB TITLE:** Collection Systems Operator I, II, III

**DATE APPROVED:**

**DEPARTMENT:** Public Works and Utilities

**SUPERSEDES:** N/A

**REPORTS TO:** Collection Systems Manager

**SUPERVISION:** None

**EMPLOYEE UNIT:** OE3

**FLSA:** Non-Exempt

### **JOB SUMMARY:**

Under supervision performs skilled labor inspecting, maintaining and repairing the City's sanitary and stormwater conveyance systems; and performs a variety of related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

#### **Collection Systems Operator I:**

This is the entry-level within the series. Under general supervision, incumbents in this classification perform routine semi-skilled tasks and skilled tasks and receive training in performing inspection, construction, maintenance, and repair duties of the City's wastewater and stormwater conveyance systems. Over time assignments become more varied and are performed with greater autonomy. Incumbents generally work as a member of a small crew but may be given independent assignments. Advancement in the series is conditioned upon gaining the experience, certification, licensing, and proficiency required of a Collection Systems Operator II.

#### **Collection Systems Operator II:**

This is the journey-level within the series. Under general supervision, incumbents perform a full range of duties required to ensure that City sanitary and stormwater conveyance systems are maintained in a safe and effective working condition. Responsibilities include attending to assigned areas in a timely manner and performing a wide variety of tasks in the inspection, construction, maintenance, and repair of said infrastructure. Incumbents generally work as a member of a small crew but may be given independent assignments and may, under direction, assist with training. This class is distinguished from the Collection Systems Operator III in that the latter is responsible for technical and functional direction over an assigned crew and is capable of performing more complex duties with autonomy.

#### **Collection Systems Operator III:**

This is the advanced journey-level classification within the series in which incumbents are expected to independently perform the full scope of assigned duties under general direction. Incumbents may lead Collection Systems I and IIs, temporary workers, and/or contractors.

## **SUPERVISION RECEIVED & EXERCISED**

- Receives direct supervision from the Collection Systems Manager and general supervision from the Wastewater Division Manager or other Public Works and Utilities Division management

## **EXAMPLES OF ESSENTIAL DUTIES for Collection Systems Operator I / II**

Duties may include, but are not limited to, the following:

- Perform physical labor including shoveling, raking, lifting, and digging; clears debris and brush, loads, unloads and operates trucks to transport maintenance supplies and materials
- Places traffic control flags, signs, and cones to direct traffic around work sites; may direct traffic
- Performs occasional simple fabrication and repair of equipment, tools, parts and accessory items using arc and gas welding
- Uses a variety of general carpentry and mechanical hand tools
- Operates equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, forklifts, and rollers
- Performs routine maintenance and repair of hand and power tools
- Maintains work area and equipment in a clean and orderly condition, including securing equipment at the end of the day
- Prepares and keeps written records, makes supply and equipment requests
- Operates equipment such as backhoes, front-end loaders, and trucks
- Drives and operates a hydraulic vacuum or flush truck to clean sewer lines
- Operates power rodding equipment
- Operates closed-circuit television equipment to inspect sewer lines and diagnose problems
- Constructs and repairs sewer-related structures such as manholes and cleanouts
- Locates sewer lines by reading maps, drawings, and street markings
- Descends into confined manhole spaces using appropriate safety procedures
- Installs, repairs and replaces sewer mains and laterals
- Applies chemicals and rodent bait to sewer lines
- Performs routine maintenance and repair of sewer pump stations such as cleaning and greasing; adjust and replace packing; change float balls, and replace minor mechanical parts
- Responds during off-hours to emergencies
- Works weekends or holidays when required
- Serves on an on-call status on a rotating basis
- Conducts regular inspections of all lift stations to assure proper operational efficiency
- Lubricates pumps and other mechanical apparatus
- Adjusts valves and controls as necessary to maintain proper flow and treatment of wastewater
- Conducts periodic readings of meters and gauges and records data in the lift station operating logs; maintains detailed and accurate operation and maintenance records
- Adjusts and regulates chemical feeds in pump station wet wells
- Performs a variety of manual tasks involving the handling of equipment exposed to raw sewage including the cleaning and maintenance of clogged pumps, wet wells, sump basins, etc.

- Performs a wide variety of preventative maintenance work and mechanical repair in connection with the repair and upkeep of the pumping facilities
- Performs related duties as assigned

### **EXAMPLES OF ESSENTIAL DUTIES for Collection Systems Operator III**

Duties may include, but are not limited to, the following:

- Assigns, directs, trains, and monitors the work of others in a lead capacity Effectively and efficiently operates, maintains and monitors wastewater collections and stormwater conveyance systems
- Operate and maintain line inspection and video equipment to survey lines; televise underground sewer lines, storm drains and sewer laterals; identify blockages and other issues; review plans and specifications for location of lines
- Effectively and efficiently responds to sewer overflows and blockages and gathers reporting information and provides detailed information to the Collection System Manager
- Work independently and make sound decisions in the performance of a wide range of wastewater collection and stormwater system installation construction, maintenance, and other duties
- Locate underground utilities in accordance with Underground Service Alert (USA) regulations
- Set up and operate traffic area construction zones, including cones, barricades and flagging
- Requisitions maintenance supplies, materials, and equipment
- Repair electrical wiring

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Proper use and care of common hand tools
- Safety procedures for operating equipment and power tools
- Principles, practices, tools, and materials for installing, cleaning and repairing wastewater and stormwater collection systems
- Applicable Federal, State and local laws, codes, and regulations relevant to assigned area of responsibility

#### **Ability to:**

- Work effectively as a member of a crew
- Dress appropriately in provided uniform
- Learn and follow department practices and procedures and city policies related to assigned duties
- Skillfully use hand and power tools involved in maintenance, repair, and construction work
- Wear a self-contained breathing apparatus
- Operate equipment such as backhoes, front-end loaders, and trucks
- Work outdoors in adverse weather conditions
- Understand and follow oral and written instructions

- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- Use a keyboard
- Drive an automobile
- Grasp with right and left hands
- Walk on uneven surfaces
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- Maintain good public relations with people contacted during course of business
- Maintain First Aid and CPR certification
- Speak English with Spanish being highly desirable
- Perform math calculations
- Read and understand material safety data sheet (SDS)
- Employ safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entries
- Interpret and implement traffic control procedures and sign regulations
- Provide a high level of customer service
- Perform semi-skilled construction, modification, maintenance, and repair work on wastewater collection and stormwater systems infrastructure such as found in the City
- Determine materials and supplies required for repair
- Maintain accurate logs, records and basic written records of work performed
- Organize own work, set priorities and meet critical time deadlines
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Provide needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions

#### **OTHER REQUIREMENTS:**

- Within one year of the date of hire or at the end of probation, a residence must be established within a 30-minute response time to the Wastewater Treatment Plant
- Willingness to perform on-call duty assignment and call-back work as required
- Maintain compliance with respiratory requirements

#### **TRAINING AND EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities combined with any required license is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

#### **Collection Systems Operator I:**

- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:
  1. High school diploma or equivalent, and two years of mechanical experience that includes the routine maintenance of standard drive equipment such as motors and pumps
  2. Classroom training with CWEA or other equivalent agencies

**Collection Systems Operator II:**

- Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
  1. High School graduation or tested equivalent and three years of experience as a Collection Systems Operator I with the City of Watsonville or three years of journey-level experience in mechanical maintenance work which included the maintenance and repair of industrial machinery and equipment

**Collection Systems Operator III:**

- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:
  1. High School graduation or tested equivalent and minimum of two years of experience as a Collection Systems Operator II with the City of Watsonville

**LICENSES / CERTIFICATES:****Collection Systems Operator I:**

- Possession and maintenance of a California Class C driver's license
- Must possess a California Class A driver's license within one year of hire
- Must Possess valid Grade I Collection Systems Maintenance Certificate issued by the California Water Environmental Association (CWEA) within one year of hire
- Must possess First Aid and Cardiopulmonary Resuscitation (CPR) certification within one year of hire

**Collection Systems Operator II:**

- Possession and maintenance of a California Class A driver's license and a safe driving record
- Possession and maintenance of a Collection Systems Maintenance Grade II Certification issued by the CWEA
- Possession of First Aid and Cardiopulmonary Resuscitation (CPR) certification
- Possession and maintenance of a forklift certification

**Collection Systems Operator III:**

- Possession and maintenance of a California Class A driver's license and a safe driving record
- Possession and maintenance of First Aid and CPR certification within one year of hire
- Possession and maintenance of a forklift certification
- Possession and maintenance of a Collection Systems Grade 3 certification issued by the CWEA at time of hire
- Possession and maintenance of an Mechanical Technologist Grade I certification issued by the CWEA at time of hire