

ESSENTIAL DUTIES

Collection System Maintenance Grade I

101. Participates in inspecting, cleaning, maintaining, constructing, and repairing of wastewater collection systems utilizing a variety of equipment including rodders, high velocity cleaners, and related equipment.
102. Performs pump station inspections, records instrument readings, and makes minor adjustments to keep flow steady.
103. Performs a variety of manual tasks including the lifting and carrying of heavy loads including materials, equipment, and debris.
104. Inspects and maintains easements, some of which may be remote or difficult to access.
105. Participates in excavating, shoring, and repairing the collection system, including damaged pipe, manholes, and casting adjustments.
106. Breaks, cuts, and restores concrete and paved surfaces using jackhammers, concrete saws, etc.
107. Prepares, inspects, and maintains vehicles for use; ensures vehicles are in proper operating condition and arranges for maintenance when required.
108. Ensures that tools and equipment are in proper operating condition for daily use and arranges for maintenance when required.
109. Participates in the maintenance and repair of wastewater collection system lift stations and components
110. Maintains accurate, legible, and timely records of work performed
111. Participates in maintaining proper traffic safety controls at work sites to move traffic safely and efficiently around work site.
112. Performs basic buildings and grounds maintenance at collection systems facilities
113. Responds to public inquiries in a courteous manner and provides information appropriate to the area of assignment.
114. Adheres to safe work practices and abides by all applicable regulations, policies, and procedures.
115. Reads and interprets collection system maps to determine basic flow characteristics and construction details.
116. Participates in the containment and clean-up of spills emanating from the collection system.
117. Stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.

ESSENTIAL DUTIES

Collection System Maintenance Grade II

200. Essential duties identified on the Test Content Specifications for Collection Systems Grade I.

201. Performs and directs the duties of the Collection System Maintenance Grade I.

202. Inspects, trouble-shoots, and maintains proper collection system operation using advanced techniques and instruments including closed-circuit TV, smoke testing, and related procedures.

203. Conducts confined-space entries

204. Performs maintenance and repair of wastewater collection system

205. Provides information and reports on activities as required.

206. Provides assistance to other agencies and private organizations in locating and identifying utilities and manholes.

207. Plans routine traffic safety at work sites and performs non-routine traffic control under general supervision.

208. Resolves routine complaints in an efficient and timely manner.

209. Monitors crew performance to ensure adherence to safe work practices and compliance with all applicable regulations, policies, and procedures.

210. Participates in the development and propagation of safe work practices and procedures.

211. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.

ESSENTIAL DUTIES

Collection System Maintenance Grade III

300. Essential duties identified on the Test Content Specifications for Collection Systems Grades I and II.

301. Plans, coordinates, and reviews the performance of the duties of Collection System Maintenance Grade I and Grade II.

302. Coordinates with other utilities, agencies, and private organizations to address complex or non-routine issues.

303. Participates in the evaluation of the performance of the wastewater collection system such as energy efficiency, material costs, and preventive maintenance programs.

304. Participates in the development and implementation of training of assigned employees in their areas of work in wastewater collection system inspection and repair methods, techniques, equipment, and safety.

305. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

306. Monitors and inspects the work of contractors for a variety of construction or maintenance projects.

307. Analyze and review system data to recommend priorities, schedules, and workload performance measures.

308. Develops and directs the execution of complex or non-routine traffic safety plans.

309. Responds to exceptional and/or non-routine public inquiries in a courteous manner, and participates in the development of formal reports and responses to the media.

310. Participates in, ensures the development of, and adherence to the safety program.

311. Participates in fact-gathering to respond to liability claims.

312. Participates in investigations into potential wrong-doing or policy violations.

313. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.

ESSENTIAL DUTIES

Collection System Maintenance Grade IV

400. Essential duties identified on the Test Content Specifications for Collection Systems Grades I, II, and III.

401. Administers and manages the performance of the duties of Collection System Maintenance Grade I, Grade II, and Grade III.

402. Responsible for all services and activities associated with the operation, maintenance and repair of the wastewater collection system.

403. Manages the development and implementation of goals, objectives, and policies for the wastewater collection program.

404. Directs and supports supervisors and staff to ensure high performance in a customer service-oriented work environment that supports achieving desired goals and objectives.

405. Evaluates the performance of the wastewater collection system such as staffing levels, preventive maintenance programs, energy efficiency, and material costs.

406. Plans, directs, coordinates, prioritizes, and reviews the work plan for the collection system.

407. Selects, motivates and evaluates personnel; works with employees to achieve their best performance; implements disciplinary procedures; conducts general labor relations activities

408. Develops, implements, and oversees a comprehensive equipment selection and maintenance program.

409. Coordinates wastewater collection system activities with other divisions, outside agencies and organizations. Negotiates and resolves sensitive and controversial issues.

410. Provides responsible and complex technical support to upper management and prepares/presents staff reports including organizational studies.

411. Originates and administers the work of contractors/consultants/engineers for a variety of construction or maintenance projects.

412. Develops and administers safety training programs for wastewater collection system staff; and ensures compliance with safe working practices, rules and regulations.

413. Develops and administers the training of assigned employees in their areas of work in wastewater collection system inspection and repair methods, techniques, and equipment.

414. Oversees and participates in the development and administration of the wastewater collection system annual budget; tracks and forecasts resources needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements adjustments.

415. Initiates, develops and administers programs, policies, and procedures to ensure the safe and efficient operation of the wastewater collection system

416. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance; ensure the availability of opportunities for all staff to participate in professional development.

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417. Responds to difficult and sensitive public inquiries in a courteous manner, and develops formal reports and responses to the media.

418. Responds to liability claims.

419. Investigates potential wrong-doing or policy violations.

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