

Knowledge, Skills Abilities -- Gap Analysis Tool

Collection System Maintenance Grade I	Do It All The Time	Limited Experience	Never Do This
101. Participates in inspecting, cleaning, maintaining, constructing, and repairing of wastewater collection systems utilizing a variety of mechanical and specialized equipment including, but not limited to, rodders, CCTVs, high velocity cleaners, construction equipment, and related equipment.			
102. Performs and assists with pump station inspections, maintenance and repair; record instrument readings, and makes minor adjustments to ensure proper operation.			
103. Performs a variety of manual tasks such as lifting and carrying of heavy loads including materials, equipment, and debris, while seeking assistance and utilizing equipment when appropriate.			
104. Inspects and maintains easements, some of which may be remote or difficult to access.			
105. Participates in the repair of the wastewater collection system, including damaged pipes, manholes, and casting adjustments, which may include excavation and shoring.			
106. Participates in the removal and restoration of concrete and paved surfaces using a wide variety of construction equipment, hand and power tools.			
107. Conducts pre/post trip inspections of vehicles and equipment, performs lubrication and minor operating adjustments to ensure proper operation and arranges for maintenance as needed.			
108. Ensures that hand and power tools are in proper operating condition for daily use and arranges for maintenance when required.			
109. Completes and maintains accurate, legible, and timely records of work performed.			

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Collection System Maintenance Grade I	Do It All The Time	Limited Experience	Never Do This
110. Participates in establishing proper traffic control measures at work sites to protect both workers and the public.			
111. Performs basic building and grounds maintenance at collection systems facilities.			
112. Responds to public inquiries in a courteous manner and provides information appropriate to the area of assignment.			
113. Adheres to safe work practices and abides by all applicable regulations, policies, and procedures.			
114. Reads and interprets collection system maps to determine basic flow characteristics and construction details.			
115. Participates in the containment and clean-up of sanitary sewer overflows (SSOs) and provides notifications and field documentation to immediate supervisor.			
116. Stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.			
117. Participates in confined space entries including but not limited to, atmospheric monitoring, hazard mitigation, rescue activities, and use of a self-contained breathing apparatus.			
118. Responds to and investigates requests for service or complaints concerning such matters as sewer odors, sewer trouble, sewer back-ups, and makes the necessary corrections.			
Total Per Category			

If you have mostly "do it all the time" boxes checked, you may want to explore the next higher grade.

If you have a mix of the "do it all the time" & "limited experience", this is likely the right grade.

If you have mostly "never do this," you may want to explore a lower grade or get more experience.

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Collection System Maintenance Grade II	Do It All The Time	Limited Experience	Never Do This
200. May perform essential duties identified on the Test Content Specifications for Collection Systems Grade I.			
201. Directs, instructs, oversees and provides feedback to personnel performing Collection System Maintenance Grade I duties.			
202. Inspects, trouble-shoots, and maintains proper collection system operation using advanced techniques and instruments including but not limited to closed-circuit TV, smoke testing, and related procedures.			
203. Supervises and oversees all aspects of confined space entries and completes confined space entry permit.			
204. Provides detailed oral, written or electronic information on a daily basis on activities including but not limited to timesheets, field activity reports, condition assessment reports, confined space entries permits and crew performance feedback reports.			
205. Provides assistance to agencies and private organizations in locating and identifying utilities and manholes.			
206. Plans routine traffic control measures at work sites and performs non-routine traffic control under general supervision.			
207. Investigates and directs the resolution of routine complaints and requests for service in a safe, efficient and timely manner, including providing feedback to the customer.			
208. Monitors crew performance to ensure adherence to safe work practices and compliance with all applicable regulations, policies, and procedures.			

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Collection System Maintenance Grade II	Do It All The Time	Limited Experience	Never Do This
209. Participates in the development and propagation of SOPs (standard operating procedures) including safe work practices and procedures.			
210. Attends and participates in technical group meetings; stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.			
211. Direct and oversee the containment and clean-up of sanitary sewer overflows (SSOs) and provides notification and field documentation for the reporting of sanitary sewer overflows.			
Total Per Category			

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Collection System Maintenance Grade III	Do It All The Time	Limited Experience	Never Do This
300. Have a working knowledge and understanding of the essential duties identified on the Test Content Specifications for Collection Systems Grades I and II.			
301. Plans, coordinates, and evaluates the performance of Collection System Maintenance Grades I and II personnel.			
302. Coordinates wastewater collection system with other utilities, agencies, private organizations, government entities and the general public to address complex or non-routine issues.			
303. Participates in the evaluation of the performances of the wastewater collection system such as but not limited to energy efficiency, material costs, sanitary sewer overflows (SSOs) and preventive and predictive maintenance programs.			
304. Participates in the development and implementation of training programs for Collection System Maintenance Grade I and II personnel.			
305. Verifies the work of Collection System Maintenance Grade I and II personnel for accuracy, proper work methods, complaints, and compliance with applicable standards and specifications			
306. May work with contractors performing a variety of construction, inspection and 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 under the California Manual on Uniform Traffic Control Devices for Streets & Highways (MUTCD).			
309. Responds to exceptional and/or non-routine inquiries in a professional, courteous and timely manner.			

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Collection System Maintenance Grade III	Do It All The Time	Limited Experience	Never Do This
310. Assists and participates in the development, and ensures adherence to the wastewater collection safety program.			
311. Participates in fact-gathering to respond to liability claims.			
312. Participates in the investigation of violations of employer policies or agency ordinances.			
313. Coordinates and participates in technical/professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection system operation and maintenance.			
314. Direct and oversees the containment and clean-up of sanitary sewer overflows (SSOs) as well as reports sanitary sewer overflows.			
Total Per Category			

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Collection System Maintenance Grade IV	Do It All The Time	Limited Experience	Never Do This
400. Have a working knowledge and understanding of the essential duties identified on the Test Content Specifications for Collection Systems Grades I, II and III.			
401. Administers and manages the work performance and duties of Collection System Maintenance Grades I, II, and III personnel.			
402. Responsible for assigned 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 encourages achieving desired goals and objectives.			
405. Evaluates the performance of the wastewater collection system such as staffing levels, energy efficiency, material costs, sanitary sewer overflows (SSOs), and predictive/preventive maintenance programs.			
406. Plans, directs, coordinates, prioritizes, and reviews the work plan for the wastewater collection system.			
407. Participates in hiring process, conducts performance evaluations, works with employees to achieve performance goals and objectives, implements disciplinary procedures, and conducts general labor relations activities.			
408. Develops, implements, oversees and makes recommendations for wastewater collection equipment selection and maintenance program.			
409. Ability to negotiate and resolve wastewater collection system operational issues that involve other utilities, agencies, private organizations, government entities and the general public to address complex or non-routine issues.			
410. Provides responsible and complex technical support to upper management and prepares/presents staff reports including organizational studies.			

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Collection System Maintenance Grade IV	Do It All The Time	Limited Experience	Never Do This
411. Originates and administers the work of contractors/consultants/engineers for a variety of wastewater collection system construction and/or maintenance projects.			
412. Responsible for the development and administration of safety training programs for wastewater collection system staff; and ensures compliance with safe working practices, rules and regulations.			
413. Administers training to wastewater collection system staff in their areas of work such as but not limited to inspection and repair procedures, methods, 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 wastewater collection programs, policies, and procedures to ensure a safe, effective and efficient operating 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.			
417. Responds to difficult and sensitive public inquiries in a professional and courteous manner, and develops formal reports and responses to the media.			
418. Reviews and responds to liability claims and participates in the investigation of violations of employer policies or agency ordinances.			
419. Oversees the process of containing and clean-up of spills emanating from the collection system and certifies documentation for sanitary sewer overflows.			
Total Per Category			

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