

## JURUPA COMMUNITY SERVICES DISTRICT COLLECTIONS & MAINTENANCE WORKER I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled tasks in the upkeep, maintenance, and repair of collection system and lift stations; performs related work as assigned.

### CLASS CHARACTERISTICS

Collections & Maintenance Worker I: This is the journey level class in the Sewer Service and Maintenance Worker series; operate heavy construction equipment, vector truck, dump truck, and backhoe.

Collections & Maintenance Worker II: Incumbents assigned to this class are responsible for leading a crew engaged in the maintenance and repair of sewer collection system and lift stations; operate heavy equipment such as the vector truck, dump truck, and backhoe and perform the more skilled duties and responsibilities.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Repairs and maintains sewer collection systems, mains, laterals, manholes, lift stations, pressure lines and related structures; loads and unloads trucks; operates and performs preventive maintenance on pumps, valves and related lift station equipment. (a b c d e g h i k l m)

Flushes and clears collection systems; operates hydrovactor, hand, jet and machine rods to clear lines; applies herbicides, foams and other chemicals to deroot, degrease and unstop lines; installs and removes flow meters. (a b c d e g h i k l m)

Operates service truck to respond to customer complaints; determines source of problem; clears lines or reports work needed; advises customer if problem is not the District's responsibility; pumps flooded areas. (a b c d e f g h i k l m)

Observes safe work methods and safety precautions related to the work; flags and cones work sites for traffic control; shores trenches, operates pipe location and gas detection equipment; uses appropriate safety devices and equipment. (a b c d e g h i k l m)

Operates and maintains a wide variety of hand and power tools related to the work, including tampers, breaking guns, jackhammers, etc. (a b c d e g h k l m)

Operates a variety of trucks and equipment, including hydrovactors, jet and machine rodders, etc.; inspects vehicles and performs minor maintenance; reports needed repairs. (a b c d e g h k l m)

Estimates and secures tools, materials and equipment necessary to complete assignments; prepares and maintains a variety of written records and reports related to work performed. (c d k m)

Trains less experienced staff and leads the work of assigned staff. (All)

Performs other tasks/functions deemed necessary to the daily operation of the District. (All)

### REQUISITE ABILITIES

- a. Perform a variety of construction, repair and maintenance tasks.
- b. Work under routine and emergency conditions, sometimes in severe weather.
- c. Work efficiently and safely with others.
- d. Understand and follow instructions and directions.
- e. Perform a wide variety of physically strenuous tasks.
- f. Respond to public inquiries and complaints in a tactful and courteous manner.
- g. Safely operate heavy construction and repair equipment.
- h. Repair and maintain sewer lines, lift stations and related equipment.
- i. Read and understand atlas maps, blueprints, charts and gauges.
- j. Assist in training personnel.
- k. Maintain records.
- l. Maintain and repair equipment and tools.
- m. Meet the physical requirements established by the District.

### QUALIFICATIONS GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include

Collections & Maintenance Worker I: high school graduation or equivalent.

Collections & Maintenance Worker II: high school graduation or equivalent, and three years of experience in the installation, repair, and maintenance of sewer collection systems and related facilities.

#### Knowledge and Skill Levels

Collections & Maintenance Worker I: Working knowledge of techniques, materials, tools and equipment used in the maintenance and repair of sewers, and related facilities and equipment; operation and maintenance of wide variety of hand and power tools and equipment common to the field; safe work methods and safety regulations pertaining to the work; shop mathematics; codes and regulations applicable to the work.

Collections & Maintenance Worker II: Considerable knowledge of the techniques, materials, tools and equipment used in the maintenance and repair of sewers, and related facilities and equipment; operation and maintenance of wide variety of hand and power tools and equipment common to the field; safe work methods and safety regulations pertaining to the work; shop mathematics; codes and regulations applicable to the work.

#### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 100 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

#### Special Requirements

Possession of a Class B California driver's license with air brake and tanker endorsement and a satisfactory driving record. (For Sewer Service & Maintenance Worker II Class). For Sewer Service & Maintenance Worker I assignments, must obtain this license within 6 months of appointment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of or ability to obtain California Water Environment Association, Sewer Collection Grade I Certificate within one year of appointment as a Sewer Service & Maintenance Worker I Assignments.

Possession of or ability to obtain California Water Environment Association, Sewer Collection Grade II Certificate for Sewer Service & Maintenance Worker II Assignments.

Possession of California Water Environment Association, Sewer Collection Grade I Certificate for Sewer Service & Maintenance Worker II Assignments.

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

#### FLSA / NON-EXEMPT

Range 44 (Collections & Maintenance Worker I)  
Range 45 (Collections & Maintenance Worker II)