

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
COLLECTION SYSTEM & PLANT MAINTENANCE TECHNICIAN I
(C&M TECH I)

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>
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DEFINITION:

Under general supervision, performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant, grounds, and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Collection System & Plant Maintenance Technician I** is a entry level in which incumbents are expected to perform the full scope of assigned duties with the assistance of supervisory staff. Incumbents perform a full range of maintenance tasks. This classification is distinguished from the next higher class of C&M Tech II in that the latter is responsible for providing general supervision and for performing the the full array of maintenance tasks independently.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Collection System & Maintenance Superintendent, C&M Tech III and C&M Tech II. Incumbents in this class do not exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts.

- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with treatment plant operations as needed and assigned.
- Performs basic preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Maintains work records and logs.
- Responds to questions and concerns from the general public; provides information as appropriate.
- Responds to collection system emergencies, including overflows;
- Performs general housekeeping duties including landscaping, painting, cleaning of pump station and plant grounds along with office, restroom and breakroom cleaning.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in confined space and use SCBA as needed.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Collection System & Plant Maintenance Technician I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in sewer collection system and treatment plant facilities maintenance.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record that meets the requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade I Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association, as well as a Grade I Mechanical Technologist Certificate is required for this position

A Grade I Electrical/Instrumentation Certificate issued by the California Water Environment Association is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques, equipment and materials used in maintenance of sewer collection system, pump stations, treatment plant, and related facilities and equipment; applicable federal, state, and local laws, codes, and regulations related to assigned areas; methods and techniques of collection, pump, and irrigation system inspection and maintenance; basic construction, carpentry, masonry, and painting work; safety requirements for operation of equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; basic principles of mathematics; Supervisory Control and Data Acquisition (SCADA) systems; computerized maintenance management systems (CMMS); occupational hazards and standard safety practices.

Ability to:

Perform a wide variety of maintenance and basic repair and installation tasks associated with the District's collection system, treatment plant, and structure operations; make sound decisions within established guidelines; perform heavy manual labor for extended periods of time; read and interpret basic sketches, drawings, specifications, and technical manuals; organize, prioritize, and follow-up on work assignments; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; analyze an issue, and develop and implement an appropriate response; follow written and oral directions; read, interpret, and record data accurately; keep accurate construction and maintenance records; work independently; work flexible hours, including holidays, evenings, weekends, and split shifts; live within a forty-five minute driving radius from the main treatment plant for responding to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, and in English; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of hand and power equipment, tools and materials.