

SANITARY DISTRICT NO. 5

COLLECTION SYSTEM & PLANT MAINTENANCE TECHNICIAN III (C&M TECH III)

*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.*

DEFINITION:

Under direction, plans, organizes, and supervises the maintenance of the wastewater treatment plant, pump stations, collections system, and related facilities; ensures water quality, safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Collection System & Plant Maintenance Technician III** is a full senior level class responsible for overseeing and supervising the workers engaged in maintenance of the District's wastewater treatment plants and sewer collection systems. This classification is distinguished from the next higher class of Collection System & Maintenance Superintendent by the performance of day-to-day senior responsibilities while the latter has broader management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the District Manager and/or Collections System & Maintenance Superintendent. Exercises direct supervision over assigned staff which is limited to C&M Tech II's, C&M Tech I's and Interns.

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

- Plans, supervises, prioritizes, and monitors the workers responsible for the maintenance of the District's wastewater treatment plant, pump stations, and related facilities.
- Plans and coordinates staff and contractors directing sewer collection system maintenance, repair and construction programs; coordinates sewer maintenance; oversees the maintenance and repair of collection system pipelines.
- Performs or directly oversees the more difficult and complex mechanical or electrical maintenance and construction duties of the work unit, including reading and interpreting complex construction plans and specifications; responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level District personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training;

- Prepares a variety of incident and/or analytical reports on operations as necessary; plans, assigns, and performs field maintenance, repair, and construction; prepares and reviews location sketches for maintenance and repair projects; assists in the development of the District's Capital Improvement Plans.
- Participates in the development of the maintenance budget; administers and monitors the approved budget; prepares cost estimates for sewer system maintenance and repair activities.
- Assists with the preparation of the annual Capital Program; acts as project manager on capital projects; may inspect and coordinate capital related project work for conformance with District rules and regulations.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries, and complaints.
- Ensures on-going preventive maintenance tasks for all District equipment and facilities are performed
- Inspects work-in-progress and completed assignments for timely completion and work quality.
- Designated as a Data Submitter in CIWQS for the purpose of submitting SSO reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- 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 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; serves "on-call" as needed.

- 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, caustic chemicals 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, use power and noise producing tools and equipment, drive motorized vehicles. The nature of the work also requires the incumbent to climb ladders and stairs, and enter confined spaces and use SCBA as needed.

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 III**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in collection system, pumping station and wastewater treatment plant operation, maintenance, repair, and inspection work, including one year in a lead or supervisory capacity, and a high school diploma.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with 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 III Wastewater Collection System Certificate issued by the California Water Environment Association and Possession of a Mechanical Technician II Certificate by the California Water Environment Association are minimum requirements for this position.

Electrical & Instrumentation Technologist and Environment Compliance Certifications are highly desirable.

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

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant, collection system, and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of

sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; applicable federal, state, and local laws, codes, and regulations governing wastewater and industrial waste monitoring and control; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, coordinate, direct and perform the preventive maintenance and equipment repair functions of the District's wastewater treatment, pumping stations, and collections systems; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; respond to after hour's call-outs if required; follow written and oral directions; observe and enforce safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; safely and effectively operate a variety of hand and power equipment, tools and materials.