JOB DESCRIPTION

Coachella Valley Water District

TITLE: Collection Systems III

DEPARTMENT: Operations

Date: November 2006

SECTION: Sanitation

SRN: 28

REPORTING RELATIONSHIP:

Reports to: Collection Systems Crew Chief

Supervises the following positions: Collections Systems I, II and Trainee.

DEFINITION: Under general direction, performs installations, inspections, maintenance, and repairs of the most complex problems of the District’s Collection Systems. This position is the lead person on a crew. Performs related duties as required.

ESSENTIAL FUNCTIONS:

1. This position is the lead person on a crew. Acts as Crew Chief in their absence.
2. Installs, maintains and repairs wet wells, manholes, grease traps, and collection lines.
3. Installs collection lines and related laterals.
4. Performs the planning, inspection and repairs to the collection system.
5. Remove blockages and obstructions from sewers.
6. Operate electronic metal detection equipment and hazardous gas detection equipment.
7. Conduct sewer line inspections using TV camera or smoke test.
8. Excavate trenches to line and grade and perform repairs to old pipe, couplings and fittings.
9. Install, inspect and repair wastewater flow metering equipment.
10. Has the responsibility for the manner in which assignments are accomplished.
11. Reads plat sheet books to locate District sanitation collection system sites.
12. Sets up and implements good recordkeeping systems for all work completed in a collection system.
13. Operates a variety of hand tools, power tools and equipment including equipment used in the roach control program.
14. Operates heavy equipment as required for collection system maintenance.
15. Provides daily direction of work within an assigned area.
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ESSENTIAL FUNCTIONS (Cont.):

16. Assists the crew supervisor with planning, developing, scheduling and coordinating of preventative maintenance schedules, stand by schedules, safety programs and training programs for all collection systems personnel.

17. Supervises and trains all levels of collection system grades in emergency and preventative maintenance programs.

18. Enforces District safety policy and procedures. Provides traffic control when necessary.

MINIMUM QUALIFICATIONS:

License or certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND


AND

Must possess a Class A driver’s license.

Failure to obtain and maintain required certifications may influence employment or job classification.

Education and Experience: High School diploma or equivalent is required. Any combination of training and experience that would meet the minimum qualifications is qualifying. A typical way to obtain the required knowledge and abilities would be to have at least five years of experience working with a sanitation collection system with at least two years at the level of Collection Systems II.

Possession of an AA degree in a related field can be substituted for two years experience.

Possession of a BS or a BA degree in a related field can be substituted for four years experience.

Knowledge: - Installation, inspection, maintenance and repair of collection systems and their location within the District.
- Pipe materials and their function and relationship to collection systems.
- Collection systems tools and how they operate.
- Tools including power tools and the proper use of those tools.
- Area geography.
- District policies and procedures.
- Safe working practices and procedures as mandated by the California Division of Industrial Safety and Cal OSHA.
- Principles of supervision and training.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Implement methods and practices of collection system operation.
- Supervise and train other employees.
- Understand and carry out oral and written instruction.
- Operate a variety of hand tools and equipment safely.
- Operate backhoe, crane, jetting truck, dump truck and other equipment.
- Read and understand plat books, maps and drawings showing locations and installations.
- Maintain accurate logs, records and reports.
- Able to work shift and stand by work.
- Communicate effectively both verbally and in writing.
- Work cooperatively with others.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites. Will use two-way radio to communicate to supervisor and supervisory control.

2. Will work in extreme weather conditions including heat and rain. May work with chemicals, fumes, vapors, dust and exhaust. Also will work in heavy traffic.

3. Lift and carry collection system equipment over rough terrain.

4. Will work standby and overtime when required.

See Human Resources for physical assessment form.