

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 7/18/2019
CITY COUNCIL: 7/22/2019
RES. NO. 19-108

COLLECTION SYSTEM OPERATOR I/II

DEFINITION

Under general supervision, operates and maintains (O&M) repairs and replaces equipment and related facilities of the water quality control facilities and related systems and performs preventative, corrective and emergency maintenance construction and repair to collection system facilities; handles public relations in the field; and performs other duties as assigned.

Collection System Operator I is the entry-level class and Collection System Operator II is the journey level class in the series. Incumbents in the Collection System Operator I class will progressively perform most of the duties required in the series but are not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained in detail as they arise. Under the flexible staffing concept, Collection System Operator II positions that may become vacant may reasonably be filled at the Collection System Operator I.

Positions in the Collection System Operator II class are flexibly staffed and normally filled by advancement from the Collection System Operator I class, or when filled from the outside, require prior specific experience in building related and/or wastewater/water-delivery-related construction and O&M. Appointment to this class requires the employee to be performing substantially the full range of wastewater/water-delivery-related construction, O&M duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of tools and mechanical equipment related to water/wastewater O&M and to lead and directly supervise crews on specific projects and activities

EXAMPLES OF DUTIES

Safely operates sewer cleaning and inspection equipment such as power rodder, high velocity cleaner and vacuum truck, and closed circuit television monitoring equipment; performs preventative maintenance on sanitary sewer infrastructure; responds to service requests; unclogs mainline stoppages; keeps records of sewer line cleanings and state of existing problems within the collection system infrastructure, including lift

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station, maintenance, inspection and monitoring; supervises contractors who, clean and disinfect residential/commercial properties. Repairs main line breaks, manholes and related structures; operates compressor, air tools, tamper, backhoe, front loader, and other related construction tools and other heavy equipment; conducts daily inspections; performs routine preventative maintenance and repairs to wastewater lift stations and equipment and regularly prepares routine reports and logs including daily activity reports. May be required to work unusual shifts as needed. May undertake minor carpentry, plumbing, cement work and electrical work; may be required to work under adverse conditions. O&M of the related wastewater treatment system and equipment; monitors gauges, dials, meters and controls panels, and other recording instruments. Greases and cleans equipment; services and maintains a variety of collection system equipment; extracts samples and performs laboratory tests and analysis; inspects plant equipment and facilities to locate and report needed repairs; performs general plant maintenance work, such as sweeping, cleaning, sanding, and painting. Performs general grounds maintenance work. Respond to calls for service 24/7; participate in required standby rotation, participate in all required safety training and maintain required current certification and carry out duties in a safe manner.

MINIMUM QUALIFICATIONS

Knowledge of: O&M, preventive maintenance, repair and record-keeping procedures of typical wastewater/water-delivery-related systems; methods, tools, material and equipment used to clean and unclog sanitary sewer lines; wastewater lift station equipment; occupational hazards, safety precautions and principles of accident prevention. The O&M of mechanical equipment, including pumps and electric motors; control procedures for wastewater treatment processes; tools, equipment and methods used in the overhaul, repair, adjustment and modification of stationary power equipment, and of the pumping, piping, and electrical systems used in a lift station; sewage treatment processes and the laboratory tests used to check the effectiveness of such processes.

Ability to: O&M, locate, detect cause, and correct sewer stoppages; detect and perform minor repairs and adjustments to sewer equipment; maintain pumps and related mechanical equipment; perform heavy manual labor involving lifting, carrying, kneeling, crawling and climbing; carry out written and oral instructions; make arithmetic calculations involving fractions, decimals and percentages; use CRTs, PCs, and computer-based data systems; work in adverse weather conditions which require exposure to wind, rain and cold temperature; work in atmosphere which often involves noise, noxious odors, gases, contact with water and/or wastewater, and risk of bodily injury; maintain an appropriate public service demeanor and positive customer service interactions; report back to work to respond to after hour call backs and to report to duty during an emergency; adhere to Standby Duty Procedures; follow oral and written

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directions; operate equipment used in a wastewater collection process; take standard laboratory samples of sewage; read and interpret gauges and recording devices reflecting system operations; perform mechanical repairs, maintenance work, and modification to equipment used in a collection system use various mechanic's tools with skill and accuracy; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis, on time and in approved uniform.

Physical Capability to: Perform moderate, and sometimes strenuous, sustained manual labor; walk, climb, lift, crawl, stoop and bend to reach work; work safely in confined spaces; and work outdoors in temperature extremes and inclement weather. Must be willing to report to work at any time during an emergency and work an irregular work schedule.

Experience:

- Collection System Operator I, entry level: one (1) year, full-time, paid experience in construction, maintenance, or other semi-skilled, physical work.
- Collection System Operator II: two (2) years full-time, paid experience in construction or maintenance work in a wastewater collection system or the plumbing trade.

Education:

- Collection System Operator I, entry level; Graduation from high school or equivalent.
- Collection System Operator II: Graduation from high school or equivalent.

License:

- Possession of a valid, Class C, California Driver's License at the Collection System Operator I level.
- To be appointed to the Collection System Operator II level, individual must possess a valid Class B California Driver's License with a Tank Endorsement (including acceptable driving record) and a Wastewater Collection System Maintenance Certificate Grade I issued by the California Water Environment Association.