

## **Goleta Sanitary District Job Description**

**Job Title:** Collection System Maintenance Technician II

**Department:** Collection System Operations

**Reports To:** Collection System Supervisor

**FLSA Status:** Non-Exempt (Non-Salary)

### **SUMMARY**

This is the journeyman level position in a series of progressive steps in the Collections System Operations department. Collections System Technician II serves as lead for Collection System Technician I positions. Under general supervision, as an individual or crew leader, leads, oversees, participates in, and performs a variety of duties in the maintenance, repair and installation of sewer lines and pumping stations. Assists in the supervision and performance of the essential duties detailed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Performs skilled work in construction, maintenance, and repair of sanitary sewage facilities and pump stations.
- Operates and maintains vehicles, trucks, compressors, jetrodders, other sewer cleaning and construction equipment such as pavement-breakers.
- Occasionally operates backhoe or skip loader and makes excavations; repairs and/or replaces manhole covers, frames and vaults.
- Operates equipment used for repair, replacement, location, marking, dye testing, smoke testing, air and water testing of sewer lines and appurtenances.
- Performs housekeeping, building and landscape maintenance tasks, cleans and cares for tools and equipment as needed.
- Utilizes Microsoft Outlook, Excel and Word programs.
- Performs computer operations including data entry, generates work orders and reports.
- Operates the Geographical Information System (GIS) computer system, generates sewer line plans and reports.
- Maintains permit, easement, as built and blueprint records accurately. Researches documentation as necessary.
- Provides the general public with sewer line location and information.
- Responds to night and weekend emergency call-outs.
- Performs inspections of all District sewage facilities and appurtenances.
- Utilizes a variety of mechanical, welding, pipe fitting, plumbing, and masonry tools and skills to fabricate, rebuild and maintain collection system equipment.
- Provides training to all new and current workers on the proper and safe operation and use of all collection system machinery and equipment.
- Performs related work as required and other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge Of:**

- Safe use of tools, materials, and equipment used in maintaining wastewater collection system equipment.
- Methods and procedures for minor maintenance and repair of hydraulic and mechanical equipment, gas and diesel engines, pumps, and valves.
- Principles and procedures of hard copy and electronic record keeping.
- Basic electrical principles and safe work practices.

**Ability to:**

- Perform routine installation, repair and maintenance activities of collection systems. Diagnose, disassemble, and repair Collection system equipment.
- Maintain all District sewer lines, manholes, appurtenances, vehicles, machinery, equipment, and tools maintenance and repair records.
- Read and understand various blueprint schematics, layout sketches, and preliminary and record plans.
- Understand and follow oral and written directions. Use and operate hand tools, power tools and equipment in a safe and efficient manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Use self-contained breathing apparatus for confined space entry.
- Draft and produce Microsoft Excel and Word spreadsheets and reports.

**EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED). Three years' work experience in the operation and maintenance of a sewer collection system.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals at a journey level of wastewater collections. Ability to speak effectively on a one-to-one basis and in small group situations with employees and /or the public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, in particular, formulas and calculations performed for journey level wastewater collections.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions given in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid class B California driver's license with a satisfactory driving record.

Possession of a California Water Environment Association Collection System, or Maintenance Technologist Grade II Certificate, within 18 months of date of hire to position. Ability to acquire American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self-contained breathing apparatus (SCBA) or respirators and in that respect is required to follow the District's facial hair policy.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate, but can be high for frequent and lengthy periods.