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**WATER UTILITIES  
WASTEWATER COLLECTION SYSTEM OPERATOR I**

**JOB SUMMARY**

Under general supervision performs semi-skilled duties involved in the maintenance, repair, installation, and construction of the wastewater and water distribution systems and facilities. This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**DUTIES**

*The duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Install, maintain, and repair sewer/water lines; troubleshoot and identify sewer/water flow problems; instigate corrective action; prepare work orders and discrepancy reports.

Operate jackhammers, compactors, pipe cutting equipment; boring tools, and flow meters.

Operate a variety of equipment including front-end loaders, tractors, meter reading cart, non-commercial truck with or without a trailer, valve truck, and sewer line jetter.

Install, repair, and remove complex residential and commercial water meters.

Advise public and/or businesses of proper installations and repair or removal of meters.

Install and repair valve boxes and water valves.

Trace, locate, sewer/water lines; mark sewer/water utilities.

Read and locate sewer/water lines and mains from blueprints.

Read water meters.

### **JOB DUTIES - continued**

Install blacktop and concrete to streets and sidewalks when installations and utility repairs are complete.

Operate a city truck; report mechanical or other problems; keep truck stocked with supplies.

Respond to citizen complaints tactfully and promptly.

Respond to emergency situations as necessary.

Perform related duties and responsibilities as assigned. On call rotational status may be required after probation period. May require 24 hour a day emergency call back.

Operate SCADA Systems.

Operate CCTV equipment for sewer line inspections.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Safe work practices.

Use and purpose of general construction and maintenance tools and equipment.

Perform duties in the construction, maintenance and repair of streets and sewer/water systems.

Perform heavy manual labor lifting up to 90 pounds.

Follow oral and written directions.

Establish and maintain cooperative working relations with those contacted in the course of work.

Act effectively under stressful or emergency situations.

Basic mathematical principles.

Safe driving principles and practices. Maintain a clean driving record.

Skill to: Learn to operate a wide variety of equipment and tools used in water distribution systems maintenance and repair in a safe and effective manner. Operate a motor vehicle safely. Perform heavy manual labor for extended periods of time in all types of weather.

Ability to: Learn operational characteristics of specialized sewer collection system maintenance equipment.

Learn materials, methods, practices, and equipment used in sewer collection system maintenance and repair.

Learn occupational hazards and standard safety precautions necessary in maintenance and repair work.

Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform accurate mathematical calculations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### **Experience**

One (1) year of experience in performing general construction or mechanical equipment maintenance work involving the use of hand and power tools and the operation of non-commercial trucks.

#### **Education**

High school diploma or equivalent.

### **LICENSE/CERTIFICATE**

#### **Possession of a valid California Class "C" Driver's License:**

Must maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination.

Applicant must provide a printout of their driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

#### **Possession of or the ability to obtain and maintain within 18 months of employment:**

CWEA Collections System Maintenance Grade 1 Certificate issued by the California Water Environment Association.

Current employees, as of the date of this policy, shall continue to be required to have previous certification requirements for their existing job.

#### **Employee must possess and maintain within 1 year of employment:**

Class "B" Commercial California Driver's License with Tanker Endorsement.

## **WORK ENVIRONMENT**

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud.

Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

## **REQUIREMENT FOR ALL WASTEWATER COLLECTION SYSTEM OPERATOR LEVELS**

*Essential duties require the following physical skills and work environment.*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 90 lbs., distinguish color, and wear protective apparel; exposure to heat, noise, outdoors, vibration, confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

## **PRE-EMPLOYMENT**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.