

SENIOR COLLECTION SYSTEM MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, plans, organizes and leads collection teams in the performance of wastewater collection activities. Performs a variety of lead and administrative duties and may be assigned a specialty function or service in which advanced skill or competency is required. Performs skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a wastewater supervisor. This class does not exercise supervision. This class provides lead direction and/or assistance to lower level staff.

DISTINGUISHING CHARACTERISTICS

Senior Collection System Maintenance Specialist is the advanced journey lead class in the Collection System Maintenance series. Incumbents provide lead direction and participate in the more complex or specialized duties of wastewater collection systems. Incumbents may be assigned to work on-call, standby and holidays. Senior Collection System Maintenance Specialist is distinguished from Collection System Maintenance Supervisor in that incumbents of the latter have full first-line supervisory responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans and directs the work of wastewater collection system crews; trains crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Monitors quality assurance and quality control inspections; prepare findings and recommendations.

Performs a variety of specialized duties; such as, video inspection, flushing, root control, and sewer repairs

Ensures a safe working environment and observance of applicable safety practices; properly positions and removes safety cones, flags, signs and other safety equipment around work site locations.

Prepares estimates of labor, equipment, materials, tools and supplies; reviews scope of work and plans materials needed to complete a specific project or assignment.

Performs daily inspections of equipment and systems; ensures proper cleaning, care, maintenance and repair are completed by staff.

Performs servicing/cleaning, maintenance, inspection and repair of lift station equipment and facilities, and responds to alarms.

Uses, adjusts, maintains and cares for a variety of manual and power operated tools, devices and equipment used in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

Writes service orders, maintains accurate records and prepares reports; completes work reports and time records on projects; responds to and investigates the more complex customer complaints or issues.

May be required to wear a respirator.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable state and local laws related to sewer and underground requirements; and reporting procedures.

Materials, methods, practices and equipment used in wastewater collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction.

Safety practices applicable to biohazard conditions and wastewater collection systems operations.

Inventory control systems and procedures.

Basic communication techniques.

Ability to:

Lead and direct the work of staff; observe workers performing duties and verify quality and content of work; interpret a variety of policies, procedures, rules and regulations in the field.

Work within a team or independently in the performance of specialized assignments, and exercise independent judgment.

Evaluate lay out, set up and safety of job sites; identify potential problems, and determine and develop resolutions and proper courses of action.

Read and interpret blueprints and construction drawings.

Operate all types of specialized wastewater collection system maintenance equipment.

Perform heavy physical labor safely for extended periods under adverse weather conditions, and ability to work in confined spaces.

Establish and maintain effective working relationships at all organizational levels, including the public.

Understand, follow and complete oral and written instructions including wastewater collection systems maps, work orders, and operational and safety manuals, as well as a variety of policies, procedures, rules and regulations.

Operate office equipment, a computer and a variety of word processing and software applications.

Perform basic mathematical calculations.

Prepare and maintain accurate records and reports.

Skill in:

The safe operation of tools and equipment used in wastewater collection systems.

The safe operation of a motor vehicle.

MINIMUM QUALIFICATIONS

Possession of a High School diploma or GED equivalent; AND two years of full-time paid experience equivalent to that gained as a Collection System Maintenance Specialist with the City of Fresno; AND possession of a Grade III Collections System Maintenance certificate.

Special Requirement(s):

Possession and maintenance of a valid California Driver's License at time of appointment. Incumbents will be required to possess and maintain a valid Class B California Driver's License with appropriate endorsements within 180 days of appointment. Depending upon assignment, may be required to obtain and maintain a Class A California Driver's License with appropriate endorsements.

APPROVED: (Signature on File) DATE: 5.18.17
Director of Personnel Services

NEW: 5/18/17