

COLLECTION SYSTEM MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, performs manual, semi-skilled and 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.

DISTINGUISHING CHARACTERISTICS

Collection System Maintenance Specialist is the advanced journey class in the Collection System Maintenance series. Incumbents participate in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems. Incumbents may be assigned to work on-call, standby and holidays. Collection System Maintenance Specialist is distinguished from the Senior Collection System Maintenance Specialist in that incumbent of the latter have on-going advanced journey level lead responsibility and may be assigned a specialty function or service.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Performs a variety of wastewater activities, such as: servicing/cleaning, maintenance, inspection, repair and construction work including rodding, hydroflush servicing/cleaning, television camera inspection and repair, and installation of service connections, manholes and pipelines.

Adheres to applicable safety practices; properly positions and removes safety cones, flags, signs and other safety equipment around work site locations.

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 customer complaints.

May be required to wear a respirator.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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.

Basic communication techniques.

Ability to:

Interpret a variety of policies, procedures, rules and regulations in the field.

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

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.

Perform basic mathematical calculations.

Prepare and maintain accurate records and reports.

Skill in:

The use of special hand tools and equipment used in wastewater collection systems operations.

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 Technician with the City of Fresno and possession of a Grade II 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