

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 Operations 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; breaks out, removes and reinstates concrete and asphaltic concrete; saw cuts concrete; performs maintenance and construction of asphalt and concrete surfaces; and installs and repairs sewer main lines.

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.

Performs daily inspections of equipment and systems; ensures proper cleaning, care and maintenance.

Performs servicing/cleaning, maintenance, inspection and repair of lift station equipment and facilities, responds to alarms, and may be required to set up and/or monitor bypass pumps.

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Uses, adjusts, maintains and cares for a variety of manual and power operated tools, devices and equipment used in the servicing/cleaning, maintenance, inspection, rehabilitation, repair and construction of wastewater collection systems including, but not limited to, compressors, jack hammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy equipment.

Handling and application of non-soil fumigant in sewer mainlines.

Writes service orders, maintains accurate records and prepares reports including state mandated reporting, Sanitary Sewer Overflow (SSO), and Sewer Mainline Blockage (SMB) reports; completes work reports and time records on projects; responds to and investigates customer complaints.

Wears and uses applicable PPE consistent with state mandates as required.

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.

Skill/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.

Use standard office equipment, including computers, cell phones, handheld tablets, and various software applications.

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.

Understand and work from technical materials, blueprints, drawings, schematics, or other related materials.

Perform basic mathematical calculations.

Prepare and maintain accurate records and reports.

Use of special hand tools and equipment utilized in wastewater collection systems operations.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School diploma or equivalent GED completion

Experience:

Two (2) years of full-time paid experience performing manual, semi-skilled and skilled work using mechanical equipment and related tools in the cleaning, maintenance, inspection, repair, and construction of wastewater collection systems.

Special Requirement(s):

Possession of a valid California Water Environmental Association (CWEA) Grade II Collections System Maintenance certificate is required at the time of application and continued maintenance throughout the entire term of employment in the classification.

Possession of a valid Class C California Driver's License is required at time of application.

Possession of a valid Class B California Driver's License with Tanker endorsement and without airbrake restriction is required at time of application and continued maintenance throughout entire term of employment in the classification.

Depending upon assignment, may be required to obtain and maintain throughout the entire term of employment in the classification a Class A California Driver's License with appropriate endorsements within six (6) months of request from department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve very heavy work exerting in excess of 100 pounds of force occasionally with assistance, and/or in excess of 50 pounds of force frequently with assistance, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File DATE: 10/20/2025
Director of Personnel Services

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