

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 Operations 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, stand-by and holidays. Senior Collection System Maintenance Specialist is distinguished from Wastewater Operations 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 wastewater activities, including 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 and removes concrete and asphaltic concrete; saw cuts concrete; performs maintenance and construction of asphalt and concrete surfaces; and installs and repairs sewer main lines.

Communicates with vendors regarding equipment repairs, upgrades, and replacements.

Performs inspections and communicates with supervisors, managers, city inspectors, and contractors during rehabilitation projects and construction of new infrastructure.

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, responds to alarms and may be required to set up and/or monitor bypass pumps.

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 the more complex customer complaints or issues.

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

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.

Skill/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.

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

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.

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

Perform basic mathematical calculations.

Prepare and maintain accurate records and reports.

Safely operate tools and equipment used in wastewater collection systems.

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) Grad III Collections System Maintenance certificate is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Possession of a valid Class C California Driver's License 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 the 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 twelve (12) 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 heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025

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