



November 2019  
FLSA: Non-Exempt

## COLLECTION SYSTEMS TECHNICIAN ENTRY LEVEL / I / II

### DEFINITION

Under immediate (Collection Systems Technician I and Entry levels) to general (Collection Systems Technician II ) supervision, learns and performs a variety of unskilled, semi-skilled and skilled work in support of District's stormwater and wastewater collection systems including the installation, inspection, preventative and corrective maintenance and repair activities including equipment operation and mechanical repair activities for stationary and mobile equipment; and performs other duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Collection Systems Technician I and Entry levels) to general (Collection Systems Technician II) supervision from supervisory and management staff. No direct supervision of staff is exercised.

### CLASS CHARACTERISTICS

**Collection Systems Technician Entry Level** - is the training level class in the Collection Systems Technician series responsible for learning how to maintain and repair the District's stormwater and wastewater collection systems and equipment. Incumbents with basic maintenance experience learn the District's stormwater and wastewater collection systems and equipment. The incumbent is required to use some independent judgment and initiative. It is expected that the incumbent will gain knowledge and experience to obtain the CWEA certification that is required for a Collection Systems Technician I by the time the incumbent completes 18 months of service. As required, this classification may perform the duties of the Collection Systems Technician I under close supervision.

**Collection Systems Technician I** - is the pre-journey level class in the Collection System Technician series responsible for ensuring that the District's stormwater and wastewater collection systems and equipment operate effectively and are maintained in a safe and effective working condition. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Collection Systems Technician II and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**Collection Systems Technician II** - is the full journey-level class in the Collection Systems Technician series responsible for ensuring that the District's stormwater and wastewater Collection systems and equipment operate effectively and are maintained in a safe and effective working condition. This class performs as a working lead person under the supervision of the Collection Systems Supervisor and assists in leading and the training of lower level classes. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### MOVEMENT BETWEEN LEVELS

Positions in the Collection Systems Technician series are flexibly staffed meaning they are budgeted at the Collection Systems Technician II level and employees may be advanced as they achieve the required higher level CWEA certification and successfully demonstrate the skills required for the higher level.

Positions at the Collections Systems Technician Entry level are filled by hiring new employees from Outside of the District who have no CWEA Certification and minimal relatable experience. This position is intended to be an entry level trainee position

Positions at the Collections Systems Technician I level are normally filled by advancement from the Collection Systems Technician Entry Level or from Outside of the District depending upon experience and required CWEA certification.

Progression to the Collection Systems Technician II level is dependent upon the incumbent demonstrating satisfactory work performance, obtaining the required CWEA certification, and completion of the crew leader signoff checklist.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

The Collections Systems Technician series may perform work in any of the four divisions in Field Operations (Construction/Repair, Preventative Maintenance, CCTV Inspection/I&I reduction and Customer Service) on any given workday. Duties performed will be dependent upon class level, skill required and whether the duty can be performed independently or with oversight and/or assistance.

- Assists in the repair, preventative maintenance, operation, construction, restoration and CCTV inspection of all wastewater and stormwater collection systems and auxiliary components as directed.
- Drives and operates light, medium pickup trucks and heavy-duty vehicles requiring a class B commercial driver's license to perform preventative maintenance, repair and inspection of the District's wastewater and stormwater collection systems.
- Performs traffic control duties. This includes setting up, retrieving, relocating a variety of traffic control devices around the work areas and as needed holding a flag or stop sign to guide traffic.
- Operates a dump truck to transport debris or materials to and from sites. Materials are loaded with a backhoe, loader, and bob-cat/skid-steer loader or by hand.
- Removes stoppages and enact preventative maintenance of wastewater and stormwater collection systems using hand, hydraulic and mechanical equipment.
- Unloads, relocates and inserts plugs to prevent or contain sewer overflows.
- Cleans ditches, removes debris and green waste. This includes cleaning inlets and out-falls, utilizing a variety of basic tools including pitch forks, rakes, shovels, etc. The employee operates tractor mower to mow weeds and grass, or alternatively operates a walk-behind push mower. As needed, a backhoe is utilized to remove debris.
- Repairs pipe, utilizing a pick, shovel or breaking bar to dig/clean around the pipe.
- Performs pipe "bursting" activities to repair pipe.
- Sets forms and pours concrete. This includes retrieving/transporting and setting lumber pieces, utilizing a steel tamper, a trowel and floats to finish the concrete per specifications.
- Unloads and sets sand bags to prevent earth deterioration and flooding, varies depending on the season.
- Operate an emergency standby vehicle on a fixed or rotating basis, at the District's discretion.
- Performs materials handling activities in connection with department activities.
- Completes all forms and reports for work task assigned.
- Operates the computerized maintenance program; Enters data as required.
- Makes field investigations to determine the location and condition of pipes, manholes and other structures.
- Performs material handling activities in connection with loading and unloading materials, supplies and equipment and assists in inspecting them for defects, applying identification numbers, taking inventory, issuing from stock, preparing for delivery and maintaining storage runways.

- Performs maintenance of grounds and facilities, as assigned.
- Maintains and lubricates equipment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of crew leadership, direction and training (Collection Systems Technician II).
- Principles, practices, tools, equipment, and supplies required to maintain and repair a stormwater and wastewater collection system.
- Principles and practices of mobile equipment servicing and repair.
- Basic mechanical, electrical, and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- Safety practices related to the work, including confined space entry.
- Applicable laws, codes, and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Principles and practices of recordkeeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Plan, assign and review the work of assigned crew members (Collection Systems Technician II).
- Perform unskilled, semi-skilled and skilled work related to the installation, inspection, maintenance, and repair of underground collection system lines.
- Operate, adjust, and maintain a variety of maintenance and construction equipment.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely use hand and power tools, drive and operate trucks and equipment related to the work.
- Interpret and explain laws, regulations, policies, and procedures related to the work.
- Make accurate mathematical calculations.
- Read meters and gauges efficiently and record accurate consumption information.
- Read maps, manuals, and specifications.
- Prioritize own work and use independent judgment within procedural guidelines.
- Maintain accurate records of work performed.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

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

#### **Education – All levels:**

Graduation from high school or equivalent.

Experience:

Collection Systems Technician Entry Level:

One (1) year of general maintenance and underground construction experience is preferred.

Collection Systems Technician I/II:

Demonstrated proficiency to perform all the major duties assigned to the class.

**Licenses and Certifications:**

All Collection Systems Technician Series:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Must obtain a valid California Class B Driver's License including tanker and air brake endorsements within six (6) months of appointment to the classification.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

Collection System Technician Entry Level:

Must obtain a Grade I or higher Collection System Maintenance certificate issued by the California Water Environment Association within two (2) years of appointment to the classification.

Must complete a proficiency skills training program as determined by the District within one (1) year of appointment to the classification.

Collection System Technician I:

Must possess a current Grade I or higher Collection System Maintenance certificate issued by the California Water Environment Association at time of application.

Collection System Technician II:

Must possess a current Grade II or higher Collection System Maintenance certificate issued by the California Water Environment Association at time of application.

**PHYSICAL DEMANDS**

Must possess mobility to work in a field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry,

push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

[LINK to Collection Systems Technician Series Physical Demands](#)

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be available for standby and response to off-hours emergency situations.

### **ADDITIONAL INFORMATION**

#### **Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.