



West Bay Sanitary District Maintenance Worker

SALARY	\$6,289.00 - \$9,336.00 Monthly \$75,468.00 - \$112,032.00 Annually	LOCATION	Menlo Park, CA
JOB TYPE	Full-Time	JOB NUMBER	00018
DEPARTMENT	Maintenance	DIVISION	Maintenance
OPENING DATE	10/20/2025	CLOSING DATE	10/31/2025 11:59 PM Pacific

Definition

Please Note:

First interviews are tentatively scheduled for Wednesday, November 12, 2025.

An entry level position under general supervision to perform semi-skilled tasks in the maintenance of the sewage collection system, flow equalization facility, lift stations, buildings and grounds maintenance and to perform related work as required.

Examples of Duties

Loads and unloads materials and supplies; assists in reconditioning of used pipe, fittings and equipment; excavates and refills trenches, ditches and holes; assists in pipe laying, pavement and concrete repair work; uses mechanical cleaning devices to clear sewer obstructions in building and main line sewers; repairs machines, pipes and structures; cleans equipment, machinery and tools; Drives both heavy duty and light duty vehicles and other related equipment; Twenty-four hour availability to respond to after hour sewer service emergencies relating to sanitary sewer mains, building sewer or pump station failures or any other related work.

Desirable Qualifications

Knowledge of:

- Methods, tools and equipment used in general construction, sewer maintenance and repair work.

Ability to:

- Read and write; perform routine mechanical and maintenance work requiring the frequent use of hand tools; to perform heavy manual labor; to understand and follow oral and written directions; work cooperatively with constituents of the District and fellow employees.
- Work independently and under general supervision; may be expected to enter customer's exterior property to evaluate and/or service sewer lines.
- Ability to effectively work with community and customers, deal with demands or requests while maintaining composure and providing good customer service.

Experience:

- Entry level position; previous work experience desirable.

Additional Requirements**Education:**

- High School diploma or equivalent **(Please attach Diploma or Transcript - failure to attach back up will result with a rejection status).**
- Obtaining a CWEA Collection System Grade 1 Certification is required within two years of employment

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including:

- Sufficient strength to lift parts and equipment weighing up to 75 pounds, or more with appropriate assistance or equipment
- Partially lift and pull-off manhole lids (weighing up to 100 pounds, performed independently) on an as needed basis
- Lift pump parts and tools weighing up to 40 pounds
- Push and pull pumps (with about 50 pounds of force) to align flanges while lifting or lowering pumps into place as needed
- Set up Bypass Operations at least twice per year, more if emergency situations arise. Involves lifting, dragging, pushing and pulling large hoses and discharge lines (typically weighing 75 pounds), and connecting pumps as needed
- Sufficient stamina to perform strenuous work for extended periods of time
- Possess good color discrimination related to cable color coding
- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, and mechanical hazards
- Must be willing to perform confined space entries
- May be required to be clean shaven in order to wear respiratory protection equipment
- Under state law (Government Code Section 3100) upon the declaration of an emergency or disaster, all municipal employees are designated as Disaster Service Workers and have an obligation to report to work when able to do so. WBSD employees at home, during a disaster are expected to report to work as soon as they have looked after the safety and security of their families and 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 locale of your own community. Employees of West Bay Sanitary 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 locale of your own community.

Additional Requirements:

- Must live within 45 minutes of West Bay Sanitary District boundaries or file an approved plan with the General Manager detailing how you will meet the 45-minute response time requirement, in order to perform on-call and standby duties

Overtime/On-Call:

- Must be willing to work overtime as needed and perform On-Call Duties

License Required:

- Possession of a valid California Department of Motor Vehicles Class C Driver License, with ability to obtain Class A license within first year of employment and driving record must be in conformance with adopted driving standards. Upon the successful completion of obtaining a Class A license, the employee will participate in the U.S. Department of Transportation (DOT) drug and alcohol testing program requirements on a continual basis.

Employer

West Bay Sanitary District

Address

500 Laurel Street

Menlo Park, California, 94025

Phone

650-321-0384

Website

<https://westbaysanitary.org/>