

**NOVATO SANITARY DISTRICT**  
**COLLECTION SYSTEM WORKER I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under supervision, learns to perform and performs the full array of duties assigned to classes in the Collection System Worker series, including the maintenance tasks for the sewer collection and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Collection System Worker I**

The **Collection System Worker I** is the entry-level class in the Collection System Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under direct supervision, incumbents perform a wide variety of the more routine and less complex collection systems maintenance and repair assignments within an established procedural framework where there are minimal consequences of error. This classification is distinguished from the next higher classification of Collection System Worker II by the performance of less complex, semi-skilled tasks. This classification is alternatively staffed with Collection System Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Collection System Worker II**

The **Collection System Worker II** is the journey level class in the Collection System Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of collection systems maintenance and repair tasks. This classification is distinguished from the next higher class of Collection System Leadworker in that the latter is responsible for providing lead supervision and for performing the more complex and difficult assignments.

**SUPERVISION RECEIVED/EXERCISED:**

**Collection System Worker I**

Receives direct supervision from the Collection System Leadworker. Incumbents in this class do not routinely exercise supervision.

**Collection System Worker II**

Receives general supervision from the Collection System Leadworker. May exercise functional and technical supervision over lower level operators.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following; positions assigned to this broad classification may be assigned duties in one or more of the areas defined below)*

- Performs the full array of duties assigned to classes in the Collection System Worker series, including the maintenance and repair of the sewer collection system and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties.
- Inspects, maintains and performs basic repairs to the District's collection system and pump station related systems and equipment, including cleaning, unplugging and flushing lines and collection systems; raises manholes; maintains sewer mains, lines and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vector and hydro cleaning equipment; tests flows, pressures, turbidity and chlorine residuals; performs a variety of semiskilled heavy labor; assists and performs the inspection of lines; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts.
- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings.
- Operates and performs basic preventative maintenance on light and heavy vehicles, including hydraulic vacuum trucks and flush trucks; performs basic preventative maintenance on electric, gasoline and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Installs and maintains the District's reclamation facilities; installs and repairs PVC irrigation lines; replaces damaged sections of pipe; assists and performs cutting, installing, threading and assembling of pipe; cuts brush.
- Performs upkeep, including custodial, maintenance, masonry, carpentry, plumbing, mechanical and basic electrical functions of grounds, buildings and structures throughout the District; inspects the conditions of buildings and structures and reports needed repairs and unsafe conditions to supervisor.
- Maintains work records and logs.
- Serves on the "on-call" rotation as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.

**WORKING CONDITIONS:** *(Essential duties require incumbents to meet the following working conditions and physical and mental abilities.)*

- Perform strenuous activities and heavy physical labor; working both indoors and outdoors, at times in inclement weather, and at times under unpleasant conditions; with the possibility of being exposed to vapors, odors, dust, pollen, and biohazards.
- Intermittently sit at a desk and in meetings, walk, stand, bend, squat, climb, kneel, and twist while touring work sites and working on and inspecting equipment and facilities;
- Perform simple and power grasping, pushing, pulling, and fine manipulation;
- Intermittently lift or carry weight of 25 pounds or less; and occasionally lift or carry as much as 75 pounds;
- Be physically capable of sustained walking, standing and climbing; ascending and descending ladders and stairs;
- Operate automobiles, office equipment, field communications equipment, and other equipment used in the operation and maintenance of sewer collection systems and facilities;
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- Stay mentally alert for safety, driving, emergency response, and multiple activity coordination;
- This is a safety sensitive position as per Department of Transportation regulations requiring a pre-employment drug and alcohol screening test and random test thereafter;
- Skillfully use the hand and power tools involved in collection line maintenance, repair, and construction;
- Wear required personal protective equipment;
- The incumbent may be required to respond to after hours emergency call outs; and
- Incumbents may be required to work holidays, evenings, weekend and flexible hours, and rotate on standby.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Collection System Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Collection System Worker I**

Some basic work experience in general maintenance operations, and a high school diploma or equivalent.

**Collection System Worker II**

In addition to the above, one year of experience equivalent to that of a Collection Systems Worker I in the Novato Sanitary District.

**License/Certificate:** *(Please note that license/certificate requirements will vary according to a position's assignments. A position's assignments are used to determine such requirements.)*

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Licensing requirements include

Class B with air brake and tank endorsement within the first 6 months of employment. Failure to obtain a Class B License and maintain an acceptable driving record shall be cause for discipline, up to and including dismissal. First Aid Certificate and CPR Certificate within six months of appointment; possession of a valid California Class A driver's license may be required for some positions within six months of employment; possession of a Grade I Wastewater Collection System Certificate issued by the California Water Environment Association or the American Water Works Association is highly desirable.

**Other Qualifications:**

Live within a thirty-minute driving radius from the Treatment Plant for responding to after hours call-outs if required.

Eligibility to work in the United States under appropriate federal regulations.

Completion of a work capacity test and medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary among positions and between the I and II levels.)*

**Knowledge of:**

- Practices, techniques, equipment and materials used in maintenance of sewer collection and pump station related facilities and equipment;
- Applicable federal, state and local laws, codes and regulations related to assigned areas;
- Methods and techniques of collection, pump and irrigation system inspection and maintenance;
- Basic construction, carpentry, masonry and painting work;
- Safety requirements for operation of trucks and equipment;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling and grammar;
- Basic principles of mathematics; and
- Occupational hazards and standard safety practices.

**Skill to:**

- Operate an office computer and a variety of word processing and software applications;
- Safely and effectively operate a variety of hand and power equipment, tools and materials' and
- Safely operate sewer cleaning trucks and equipment.

**Ability to:**

- Perform a wide variety of maintenance and basic repair and installation tasks associated with the District's collection and structures operations;

- Make sound decisions within established guidelines;
- Read and interpret basic sketches and drawings, specifications and technical manuals;
- Organize, prioritize and follow-up on work assignments;
- Perform basic mathematical calculations quickly and accurately;
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties;
- Analyze an issue, and develop and implement an appropriate response;
- Follow written and oral directions;
- Read, interpret and record data accurately;
- Keep accurate construction and maintenance records;
- Work independently;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.