



# SAN RAFAEL

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## THE CITY WITH A MISSION

### Sewer Maintenance Worker I/II

Level I: \$5,304 - \$6,447 per month

Level II: \$5,708 - \$6,938 per month

Plus excellent benefits

**APPLICATION DEADLINE:** *Apply by Friday, October 28, 2022 for first consideration*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

#### **THE POSITION:**

The City of San Rafael Sanitation Department is seeking a full-time Sewer Maintenance Worker I/II. Under general supervision, this position performs a variety of manual and semiskilled tasks involved in the maintenance, improvement and operation of the City's sewage pumping stations and gravity sewer lines.

**Sewer Maintenance Worker I:** This is the entry level to this classification. Incumbents in this classification perform the least skilled and most repetitive tasks while learning to use and apply the methods, materials, tools and equipment involved.

**Sewer Maintenance worker II:** This is the full working level of the series. Incumbents in this classification will perform more skilled tasks, work with greater independence and perform more light equipment operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):**

- Operates light power driven, handheld and “walk behind” equipment and uses shovels, rakes, other hand tools, jackhammers, dump trucks in the performance of assigned duties.
- Performs manual and semiskilled work in flushing, clearing and maintaining sewer and storm drainage, pipelines, culverts, force mains and pumping stations.
- Performs or assists in starts, stops, inspects, lubricates and adjusts pumps, valves, motors, drive shafts, universal joints and flow rates at pumping stations.
- Performs or assists in taking chemical samples and adjusts rate of chemical flows.
- Performs or assists in removing and replacing pumps, motors, valves and related, and performs repairs. May rebuild components on a limited basis.
- Performs or assists in excavation and repair or replacement of sewer gravity lines.
- Places traffic barriers and warning signs and directs traffic as necessary.
- Assists in the orientation and on-the-job training of new employees.
- Assists in notifying residents of sewer system work which may affect their lines, and cooperates with other agencies on repairs.
- Assists in emergency Public Works repairs and maintenance including work in other sections of the Department.
- Performs other related duties as required.

**KNOWLEDGE OF:****Sewer Maintenance Worker I:**

- Basic use of hand and routine power tools.

**Sewer Maintenance Worker II: (In addition to the requirements of Sewer Maintenance Worker I)**

- Techniques and materials used in the maintenance, improvement and operation of sewer pumping stations and gravity sewer lines.
- Operation and operator maintenance of a wide variety of hand and power tools and light equipment.
- Safe working practices.

**ABILITY TO:****Sewer Maintenance Worker I:**

- Understand and follow oral and written instructions.
- Operate and maintain basic hand and power tools.

**Sewer Maintenance Worker II: (In addition to the requirements of Sewer Maintenance Worker I)**

- Operate and maintain a wide variety of hand and power tools, and light equipment.
- Assist in inspecting, servicing, adjusting and repairing pump station equipment including pumps, valves, remove and replace motors, chemical systems, etc.
- Work independently and using judgment to accomplish assigned tasks.
- Keep records of materials and equipment used, hours spent, location of work, etc.

**EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:**

A typical way of gaining the knowledge, skill and ability outlined above is:

**Sewer Maintenance Worker I:**

- Sufficient formal and/or informal education to provide the necessary reading and communication skills.
- Some prior experience in street maintenance work that would include mechanical and hydraulic repair of pumps, gates, valves, and related.

**Sewer Maintenance Worker II:**

- Equivalent to graduation from high school.
- Two (2) years of increasingly responsible experience in the operations and maintenance of Public Works sewage pumping stations and gravity sewer lines, equivalent to the Sewer Maintenance Worker I classification at the City of San Rafael.

**SPECIAL REQUIREMENTS:****Level I:**

- Within one year of hire, a Level I must possess a valid California Class "B" driver's license with a tank endorsement to drive the vehicle in a training capacity.

**Level II:**

- Must possess a valid California Class "B" driver's license and have a satisfactory driving record.

**Both I and II Level:**

- Must be willing to work underground and in confined places, in and near bacterially contaminated liquids, and in exposure to unpleasant and potentially hazardous conditions.
- Must be willing to work overtime and on call as needed for emergency repairs.
- Incumbents with a Class "B" driver's license will be subject to Department of Transportation's Drug and Alcohol Regulations.

**LANGUAGE/MATHEMATICAL/REASONING SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s.
- Ability to perform these operations using units of American money and weight measurement, volume and distance.
- Ability to apply common sense understanding to carry out detailed by uninformed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate. Hazards are moderate, fairly predictable and protected against.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "City of San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20301023>

For more information about the City of San Rafael, go to: [www.cityofsanrafael.org](http://www.cityofsanrafael.org)

***Reasonable Accommodation:*** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.