



**JULY 2022**  
**FLSA: NON-EXEMPT**

## **WASTEWATER MAINTENANCE WORKER I/II**

### **DEFINITION**

Under direct supervision (Wastewater Maintenance Worker II) or general supervision (Wastewater Maintenance Worker I), performs a variety of skilled and semi-skilled work in the maintenance and repair of the City's wastewater collection system; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision (Wastewater Maintenance Worker II) or general supervision (Wastewater Maintenance Worker I) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

**Wastewater Maintenance Worker I:** This classification is the entry-level in the wastewater maintenance series. Initially under close supervision, incumbents with basic maintenance or construction experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform most duties required of the positions at the I-level but are not expected to function at the same skill level and exercise less independent judgment and initiative in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**Wastewater Maintenance Worker II:** This is the journey-level classification in the wastewater maintenance series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising 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. This class is distinguished from Senior Wastewater Maintenance Worker in that the latter performs the more complex work assigned to the series and serves in a lead capacity over assigned staff.

Positions in the Wastewater Maintenance Worker I/II series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

### **EXAMPLES OF TYPICAL 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.*

- Operates hydro-cleaning and rodding equipment to clean and flush sewer lines on a scheduled or emergency basis.
- Applies root control chemicals to sewer lines using hydro-cleaning equipment on a scheduled basis.
- Inspects underground wastewater collection pipes, lateral connections, and associated appurtenances using closed-circuit television equipment to locate leaks, breaks, infiltration, and the buildup of dirt, debris, roots, and other materials on a scheduled preventive maintenance basis; completes work orders assigned by supervisor.
- Inspects, cleans, and performs minor repairs to pumps and related lift station equipment; notifies supervisor of the need for repair or additional maintenance; prepares work orders or notes service requirements.
- Responds to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Sets up traffic control and safety equipment when using vehicles on a street or other roadway; uses safety equipment and observes all safety procedures as specified by the City.
- Ensures that adequate materials and supplies are available for maintenance and repair work.
- Contacts the public to inform them of activities; explains applicable rules and regulations.
- Marks the location of underground wastewater lines in response to Underground Service Alert (USA) requests.
- Maintains accurate records of work performed.
- Participates in 24/7 on-call rotation to respond to and perform emergency collection system repairs and provide other emergency services such as downed tree, debris, or illegal dumping removal, clean up after vehicle accidents, pothole repair, or other services as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, equipment, and supplies used in the maintenance and repair wastewater collection systems, including underground wastewater collection lines.
- Basic principles, practices, and skill required to service and repair stationary and mobile equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Occupational hazards and standard safety procedures, including the handling of hazardous chemicals.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics and mathematics.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of record keeping
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Perform semi-skilled and skilled work in the maintenance and repair of the City's wastewater collection systems and equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work and drive and operate all City vehicles, including hydro-vactor equipment.
- Interpret and explain regulations, policies, and procedures.
- Read maps, manuals, and specifications.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Wastewater Maintenance Worker I:** Equivalent to graduation from the twelfth (12<sup>th</sup>) grade and two (2) years of experience performing manual labor in general construction or maintenance.

**Wastewater Maintenance Worker II:** Equivalent to graduation from the twelfth (12<sup>th</sup>) grade and one (1) years of experience as a Wastewater Maintenance Worker I with the City of Los Altos or three (3) years of increasingly responsible experience in construction or maintenance, including at least (1) year of specialized experience in collection system maintenance.

**Licenses and Certifications:**

**Wastewater Maintenance Worker I:**

- Obtain and maintain a valid California Class B Driver's License with tanker endorsement within six months of appointment.
- Possess and maintain a California Water Environment Association Grade I Wastewater Collection System certificate.

**Wastewater Maintenance Worker II:**

- Possess and maintain a valid California Class B Driver's License with tanker endorsement.
- Possess and maintain California Department of Pesticide Regulation Qualified Applicator Certificate – Sewer Line Root Treatment category.
- Possess and maintain a California Water Environment Association Grade II Wastewater Collection System certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; 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, 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.

**ENVIRONMENTAL ELEMENTS**

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

**WORKING CONDITIONS**

May provide twenty-four-hour standby service.