

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** October 21, 2013

**POSITION TITLE:** **WASTEWATER COLLECTION SYSTEM TECHNICIAN I/II  
SENIOR**

**GRADE LEVEL:** S/P/L

**SUPERVISOR TITLE:** Wastewater Maintenance Supervisor

**FLSA STATUS:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**DEFINITION**

Under immediate progressing to general supervision, performs a variety of wastewater collection system operation and maintenance duties.

**CLASS CHARACTERISTICS**

**Wastewater Collection System Technician I**

This is the entry-level position in the Wastewater Collection System Technician class series. Positions assigned to this level perform limited or routine system maintenance duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Wastewater Collection System Technician II**

This is the journey level position in the Wastewater Collection System Technician class series. Positions assigned to this level perform a full range of collection system duties under general supervision. Because employees at this level are expected to be fully trained and competent, this position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Senior Wastewater Collection System Technician**

This is the advanced journey level classification in the Wastewater Collection System Technician class series. Positions assigned to this level independently perform highly technical and specialized collection system duties at a level beyond that found at a journey

level. They may also provide lead supervision to lower level staff including assigning work and providing technical assistance and training in the completion of assigned duties. This position may oversee and direct the operation and maintenance of a phase of the operation of a wastewater collection system during a specific work period. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Maintenance and repair of the wastewater collection system including cleaning, rodding and jetting of sewer lines
- ✎ Monitor lift and meter stations, take readings and maintain stations; log all meter readings calculated for daily flows.
- ✎ Conduct periodic system, mainline, manhole and grease interceptor inspections; inspect newly constructed sewer lines, force mains and lift station facilities
- ✎ Prepare and maintain accurate collection system records including daily operating records and maintenance logs
- ✎ Respond to sewer overflows and take corrective action
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
- ✎ Utilize the ERP software system to generate and track purchase orders and to record time worked
- ✎ Perform routine lift station maintenance and repair including sump cleaning and submersible pump cleaning and inspection
- ✎ Investigate complaints related to sewer collection and repair
- ✎ Perform maintenance to all collection system-related equipment
- ✎ Perform as member of emergency responder team in response to chlorine or other chemical leaks
  
- ✎ Perform related duties as assigned

**QUALIFICATIONS**




**Wastewater Collection System Technician I**

**Knowledge of:**

- ✎ Standard wastewater collection system operations
- ✎ Basic arithmetic
- ✎ Proper work safety standards

**Ability to:**

- ✎ Operate a variety of hand and power tools
- ✎ Follow written and oral instructions and work effectively with other collection system and plant operators, District personnel in other departments and personnel from other agencies

-  Wear Self-Contained Breathing Apparatus (SCBA)
-  Participate in emergency responder team exercises
-  Comply with the District's Safety, Health, and Environmental policies







## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** One (1) to two (2) years of water, wastewater or collections, and utility experience.

**Training:** Equivalent to completion of the 12<sup>th</sup> grade supplemented by specialized training in wastewater collection system maintenance.











### **Licenses/Certificates:**

-  Grade I Wastewater Collection System Maintenance Certificate - CWEA, required or obtain within one (1) year
-  Fork Lift, Crane Operator, Trench, and Confined Space Certificates, required or obtain within one (1) year
-  Haz-Mat Technician – OSHA 1910.120, required or obtain within one (1) year
-  California class B driver's license with Tanker and Air Brakes Endorsement, required or obtain within one (1) year
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*In addition to the qualifications for **Wastewater Collection System Technician I:***

### **Wastewater Collection System Technician II**

#### **Knowledge of:**

-  Combination machine operation and maintenance requirements
-  Sewer pipe cleaning methods and tools available
-  District safety policies and procedures including confined space entry requirements and equipment
-  Basic mechanical maintenance for submersible pumps and blowers
-  Wastewater spill containment and clean up
-  Root control methods and procedures
-  Lift Station Operation, controls and maintenance
-  Spill reporting requirements and procedures
-  Familiarity with SCADA, GIS, and CMMS systems
-  Traffic control practices

**Ability to:**

-  Operate and maintain wastewater system pumps, valves and motors
-  Read and interpret system drawings and GIS Maps
-  Troubleshoot mechanical problems and provide effective solutions
-  Operate heavy equipment including crane, backhoe, loader, and jackhammers.
-  Operate specialized equipment including sewer cleaning and video inspection equipment, toxic gas detectors, man lifts, etc.
-  Assist with plant maintenance as needed






**SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** Two (2) or more years of increasingly responsible experience in a wastewater collection system, or two (2) years as Wastewater Collection System Technician I.

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required by the assigned duties.






**Licenses/Certificates:**

-  Grade II Wastewater Collection System Maintenance Certificate - CWEA, required
-  Forklift, Crane Operator, Trench, and Confined Space Certificates, required
-  Haz-Mat Technician – OSHA 1910.120, required
-  California class B driver's license with Tanker and Air Brake Endorsements, required
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*In addition to the qualifications for **Wastewater Collections System Technician II:***

**Senior Wastewater Collection System Technician**

**Knowledge of:**

-  District wastewater treatment sites and collection facilities
-  Advanced wastewater collection maintenance practices and principles
-  Applicable laws codes and regulations
-  Principles and techniques of sound safety management
-  SCADA, GIS, and CMMS systems

**Ability to:**

-  Lead and participate in a full range of wastewater collection services

- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Gain cooperation through discussion and persuasion
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Prepare Sewer/Reclaimed spill reports and notify authorities

## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of experience and training. A typical example is:

**Experience:** Four (4) or more years of increasingly responsible experience in a wastewater treatment plant, or two (2) years as a Wastewater Collection System Technician II.

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required by the assigned duties.

### **Licenses/Certificates:**

- ✎ Grade III Wastewater Collection Systems Maintenance Certificate - CWEA, required
- ✎ Forklift, Crane Operator, Trench, and Confined Space Certificates, required
- ✎ Haz-Mat Technician – OSHA 1910.120, required
- ✎ California class B driver's license with Tanker and Air Brake endorsements, required








## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS** (I/II/Senior Levels)

The essential functions of this position may require the employee to perform the following physical activities:




- ✎ Operates a District vehicle to travel between District plants and facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 60 lbs
- ✎ Stoops, kneels, crouches, crawls and climbs during regular duties
- ✎ Communicates verbally with District staff in face-to-face, one-to-one settings
- ✎ Stands for extended periods
- ✎ Walks for extended periods
- ✎ Hearing and vision within normal ranges
- ✎ Heavy exertion of energy
- ✎ Regularly uses a telephone or radio for communication
- ✎ Certified to wear a Self Contained Breathing Apparatus (SCBA)

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials and gas hazards
- ✎ Heights

-  Confined spaces
-  Potentially dangerous tools and equipment
-  Electrical hazards
-  Biological and blood borne hazards
-  Water and drowning hazards
-  Traffic hazards
-  Potentially dangerous animals and insects (dogs, bees, spiders, snakes)

**OTHER REQUIREMENTS** (All Levels)

-  May be required to work nights, weekends and overtime, as necessary
-  Required to serve on standby duty as assigned by management
-  Must live within a 30-minute emergency response time to the District boundary

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date