



Job Title: **Waste Water Collection Systems Operator I/II**  
Department: Department of Utilities  
Date: August 3, 2023  
 Non-Exempt  
FLSA Exemption: N/A  
Job Reports To: Water Utilities Superintendent  
Pay Grade: I = 8 and II = 10  
 Full Time

## Job Description

### Summary/Objective:

Waste Water Collection System Operator I intermediate level position which performs semi-skilled duties under close or general supervision in the maintenance, repair, installation, servicing and construction of the waste water collection system, lift stations, water distribution systems and facilities; and performs other related duties as assigned. This is the entry level in the class series.

Performs most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have limited or no directly related work experience.

Waste Water Collection System Operator II advanced level position which performs similar duties to the I classification, but under limited supervision. Performs a full range of assigned duties with a significant degree of independence and sound judgment with regard to appropriate and safe procedures and practices. Performs skilled or semi-skilled duties involved in the maintenance, repair, installation, servicing and construction of the waste water collection system, lift stations, water distribution systems and facilities. Assists or fills in for Waste Water Lead in their absence and performs other related duties as assigned.

**Essential Job Functions** *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Operates City trucks and a variety of heavy equipment including vacuum trucks, skip loaders, backhoes, trenchers, front-end loaders, tractors, meter reading cart, non-commercial truck with or without a trailer, valve truck and sewer line jetter. Operates City equipment including compressors, generators, tapping machines, concrete saws,

valve machines, jackhammers, pipe cutters, welders, paint sprayers, herbicide spray rigs, flow meters, compactors, boring tools and flow meters, and a wide variety of other hand, hydraulic and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops.

2. Operates, monitors and maintains all water pumping equipment, lift stations, pumps, pump panels, wells and reservoirs; helps in the repair of well and reservoir sensors or telemetry and maintains sites.
3. Performs preventative maintenance on pumps, pump motor equipment, motors and related production equipment, storage and distribution equipment and facilities, and all appurtenances related to the upkeep of those facilities; flushes distribution system and exercises distribution system valves.
4. Operates equipment to locate, analyze and troubleshoot leaks.
5. Operates a hydro excavator combination flush truck to maintain sewer lines and input data as required.
6. Operates and check SCADA Systems.
7. Operates CCTV equipment for sewer line inspections.
8. Set up and break down traffic control according to the CA Traffic Control handbook.
9. Install blacktop and concrete to streets and sidewalks when installations and utility repairs are complete.
10. Read and locate sewer/water lines and mains from blueprints.
11. Trace and locate sewer/water lines; mark sewer/water utilities.
12. Excavates and repairs all trenches related to water and waste water transmission and distribution lines, as well as manholes and lift-stations.
13. Installs, repairs, replace all potable water mains and service laterals, clean and install all waste water mains, pumping stations and service laterals as directed.
14. Install and repair valve boxes and water valves.
15. Install, repair, remove and read complex residential/commercial water meters.
16. Install, maintain and repair sewer/water lines; troubleshoot and identify sewer/water flow problems; initiate corrective action; prepare work orders and discrepancy reports.
17. Keeps accurate records of work orders, readings, and other data collected in conformance with department procedures; using MS Suite and other City programs.
18. Operate a city truck; report mechanical problems; keep truck stocked with supplies.
19. Advises public and/or businesses of proper installations and repair/removal of meters.
20. Respond to citizen complaints tactfully and promptly.
21. Responds to emergency situations as necessary; perform on-call well rounds & lift station checks as scheduled.
22. Assists other Public Utilities Divisions as needed including water support, wastewater, weed abatement, painting, facilities work, setting up signage, assists with cross training of department staff, delegates to on-call staff and assists with aspects regarding water treatment.

### **Other Job Related Duties**

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond

in a timely manner to all phone calls. May be required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

### **Conformance Statement**

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Project Management.
5. Personal Effectiveness/Credibility.

### **Qualification Guidelines**

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

**Education** High school diploma or equivalent.

#### **Experience**

WWCSO I: One (1) year of experience performing construction or mechanical equipment maintenance work involving the use of hand and power tools, operation of non-commercial trucks or experience related to a WWCSO.

WWCSO II: Three (3) years of experience as a WWCSO operating CCTV and hydro jetting vehicles. Experience in the maintenance of water services, mains, meters, valves, hydrants and related facilities. Ability to work in traffic lanes. Experience performing mechanical equipment maintenance work involving the use of hand and power tools. Experience setting up, organizing and directing traffic control.

**Desirable** Experience in the waste water collection field operating CCTV and hydro jetting vehicles. Experience in the maintenance of water services, mains, meters, valves, hydrants and related facilities. Ability to work in traffic lanes. Experience

setting up, organizing and directing traffic control. Specialized college coursework or training in waste water collection system repair, maintenance and operation.

**License / Certificate** (Required to possess at hire or within 6 months of employment)

WWCSO I: CWEA Collections Systems Maintenance Grade 1 Certificate issued by California Water Environment Association.

WWCSO II: CWEA Collections Systems Maintenance Grade 2 Certificate issued by California Water Environment Association.

WWCSO I/II: Possession of a Water Distribution Grade 1 certificate from the California State Water Resources Control Board (CSWRCB) and possession of Water Treatment Operator Grade 1 certificate from the California State Water Resources Control Board (CSWRCB). Waste water staff who do not possess the D-1 and T-1 certifications will not be able to work in the water utilities on-call schedule.

Must possess a Class "B" Commercial California Driver 's License with Tanker and Airbrake Endorsements. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

## **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion and/or termination without administrative or judicial appeal.

## **Knowledge, Skills & Abilities**

Knowledge of:

- Use and purpose of general construction and maintenance tools/equipment.
- Operations and maintenance procedures of waste water collection systems.
- Operational characteristics of specialized waste water collection system equipment.

- Materials, methods, practices and equipment used in waste water collection system maintenance and repair.
- Occupational hazards and standard safety precautions necessary in maintenance and repair; proper handling of hazardous materials.
- Personal computer and software applications; record keeping and reporting process; basic mathematical principles.
- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant federal and state laws and regulations; City policies and procedures.

**Ability to:**

- Efficiently and safely operate pertinent equipment, tools and vehicles.
- Perform duties in the operations and maintenance of waste water systems.
- Identify and solve problems; mitigate waste water problems before they occur.
- Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Understand occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Estimate material and labor needs; make accurate mathematical calculations.
- Understand and follow instructions and directives, both orally and in writing.
- Communicate clearly and concisely, both orally and in writing.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

**Skill to:**

- Operate a wide variety of equipment and tools used in waste water collection system maintenance and repair in a safe and effective manner.
- Select and maintain machinery and equipment used in the areas of work.
- Identify waste water collection system maintenance needs and implement corrective actions as needed.
- Independently perform difficult maintenance and repair duties in area assigned.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information.
- Exercise good judgment, common sense, flexibility, creativity and sensitivity in response to changing situations and needs.



## **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

## **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state/county/city agency or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

## **Working Conditions, Mental and Physical Demands**

The physical demands herein 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 these essential job functions.*

### **Work Environment**

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. Works in traffic lanes while hydro-jetting sewer main lines. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

### **Physical Demands** *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to

adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

### **Essential Mental Functions**

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff and irate citizens.

### **Supervisory Responsibility**

These positions have no direct supervisory responsibilities.

### **Expected Hours of Work/Work Schedule**

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status may be required. May require 24-hour emergency call back with little or no advance notice.

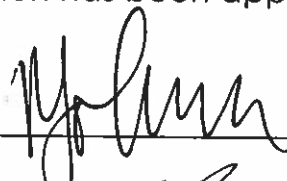
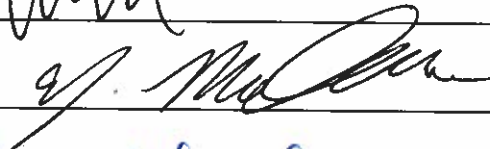
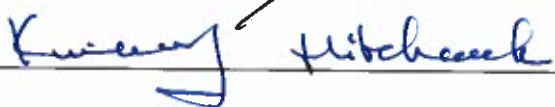
### **Travel**

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

**Disclaimers and Approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 8/8/2023  
Chief of Public Utilities  Date 8/14/23  
HR  Date 8/3/23

**Disclaimers and Approval**

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_