

**City of San Rafael
Job Class Specification**

Job Title: Sewer Maintenance Worker I/II

SUMMARY

Under general supervision 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.

CLASSIFICATION CHARACTERISTICS:

Sewer Maintenance Worker I is the entry level to this classification series. Initially under close supervision, incumbents perform the least skilled and most repetitive tasks while learning to use and apply the methods, materials, tools and equipment involved. Incumbents normally advance to the II level after two years of successful experience and demonstrating proficiency for II level work.

Sewer Maintenance Worker II is the full working level of the series. At this level, incumbents perform more skilled tasks, work with greater independence and perform more light equipment operation. Incumbents in these classifications may work alone or in pairs without direct site supervision. These classifications are distinguished from the Sewer Maintenance Worker III, which have lead responsibility, perform the more technical work, and operate medium to heavy duty equipment. Equipment operated by the II includes the vactor (operation of the vactor does not include driving it except in a training capacity) and the power rodder. Equipment operated by the II excludes backhoes, loaders driven by tractors over 100 horsepower, trucks over 3 tons in capacity and any equipment requiring a driver's license other than a Class "C" license.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates light power driven, hand held 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 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 and performs related duties as required.

KNOWLEDGE OF:

Level I:

Basic use of hand and routine power tools.

Level II:

- 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:

Level I:

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

Level II in addition to the requirements of the 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 AND/OR EXPERIENCE:

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

Level I:

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

Level II:

Equivalent to graduation from high school. Two 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:

Within one year of hire as a I, must possess a valid California Class “B” driver’s license with a tank endorsement to drive the vactor in a training capacity. II level: Must possess a valid California Class “B” driver’s license and have a satisfactory driving record.

I and II level: Must be willing to work underground, 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 assigned to this job classification are subject to Department of Transportation’s Drug and Alcohol Regulations.

LANGUAGE 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.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved 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: Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt
Prepared By: Nash & Co.
Prepared Date: January 2001
Approved By: City of San Rafael
Approved Date: October 2001