

**City of San Rafael
Job Class Specification**

Job Title: Sewer Lead Maintenance Worker

SUMMARY

Under general supervision, Sewer Lead Maintenance Worker participates in a variety of work in the maintenance, improvement, and operation of the City's sewage pumping stations and gravity sewer lines. Operates medium and heavy-duty equipment.

CLASSIFICATION CHARACTERISTICS:

Sewer Lead Maintenance Worker may independently perform the more complex and responsible duties of the class series, such as medium and heavy-duty equipment operation, or provide on-site lead direction while participating in the work of a crew of a maintenance crew. This classification is distinguished from the Sewer Maintenance Supervisor, which has direct supervisory responsibility whereas this class has only lead responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates crew, assignments, tools, equipment and materials for assigned jobs such as sewer line flushing and cleaning, hand rodding, pipeline repair and replacement, and routine pump station maintenance.
- Discusses work to be performed with higher level personnel and assigns tasks to individuals at the work site.
- Inspects and notes maintenance problems and notifies supervisor. Monitors work in progress and direct corrections.
- Provides input to higher level personnel for appraising performance.
- Locates and orders material and parts understanding purchase agreements.
- Inspects contractor work on small jobs, such as pipe repair or on pump station equipment.
- Ensures proper safety precautions are followed at the work site including traffic barriers and warnings, protective clothing and protective devices.
- Leads emergency callout response, including crew dispatch for sanitary sewer overflow mitigation, spill documentation, and restoration management coordination of residential backup.
- Reports to State and Local regulatory agencies, all category 1 sanitary sewer overflows.
- Records daily crew activities, using Websoft activity tracking software on a laptop computer, in the field.
- Leads CCTV inspection activities, using small push lateral camera.
- Operates hydro flusher, vactor, power rodder, small rodding machine, large backhoes and loaders, and other varieties of equipment, including equipment requiring a Class B driver's license.
- Leads and participates in starts, stops, inspects, lubricates and adjusts pumps, valves, motors, drive shafts, universal joints and flow rates at pumping stations.
- Leads and participates in taking chemical samples and adjusts rate of chemical flows;
- Leads and participates in removing and replacing pumps, motors valves and related, and performs repairs, may rebuild components on a limited basis.
- Leads and participates in excavations and repair or replacement of sewer gravity lines.
- Marks sewer mains for Underground Service Alert notices.
- Maintains records of work performed and materials used. Reads and interprets blueprints, drawings and engineering diagrams.
- Notifies residents of sewer system work, which may affect their lines, and cooperates with other agencies on repairs.

- Participates in emergency Public Works repairs and maintenance including work in other sections of the Department and Performs related duties as required.

KNOWLEDGE OF:

- Techniques of leading including planning, assigning, and monitoring work.
- Methods, materials, tools and equipment used in maintenance, improvement, and operation of sewage pumping stations and gravity sewer lines.
- Techniques and materials used in preventative maintenance, adjustment and minor maintenance of sewer gravity line, force main, and pumping station systems.
- Operation and operator maintenance of tools and equipment. Safe working practices as applies to sewer maintenance including shoring of below ground work, confined space entry, bacterial and chemical hazards involved, traffic barriers warnings, and protective clothing and devices.

ABILITY TO:

- Lay out jobs, plan tools and materials and assign and review work. Keep records of work performed, hours and materials used, etc.
- Operate and perform operator maintenance of hand and power tools and equipment used including heavy duty and specialized trucks and equipment. Inspect, service, adjust and repair pump station equipment including pumps, and valves.
- Remove and replace motors, chemical systems, etc. Understanding and following oral and written instructions.
- Leads both collection system and pump station work crews, in the absence of the other Lead Worker.
- Establish and maintain cooperative working relationships.
- Lead and provide direction to other employees.

EDUCATION AND/OR EXPERIENCE:

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

Graduation from high school or equivalent and two years of responsible experience in the cleaning, servicing, operation and maintenance of sewer systems, equivalent to the Sewer Maintenance Worker III classification at the City of San Rafael.

SPECIAL REQUIREMENTS:

Must possess a valid California Class "B" driver's license with a Tank Endorsement and have a satisfactory driving record. Must be willing to work underground, in confined places, and in exposure to unpleasant and potentially hazardous conditions. May involve work in and around bacterially contaminated liquids. Must be willing to work overtime, weekend standby duty and be subject to call out for emergency repair of Public Works facilities. Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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.
Approved Date:	October 2001
Revised Date:	August 2012
Approved By:	City of San Rafael
Approved Date:	November 2012