



Tuolumne Utilities District
Job Description
UTILITY WORKER - Collections

POSITION:	Utility Worker - Collections	DEPARTMENT:	Wastewater
REPORTS TO:	Collections Foreman	FLSA Status:	Non-exempt
PAY RANGE:	26	DATE PREPARED:	2015
INCUMBENT:			

General Description:

Under general supervision, performs a variety of construction, maintenance and repair work on wastewater collection, treatment and disposal systems and facilities; assists and performs work in the installation, maintenance and repair of water and sewer pipelines, services, and appurtenances, fire hydrants, and other District facilities. Performs other related work as required.

Essential Functions –*Essential responsibilities and duties may include, but are not limited to, the following:*

- Performs a variety of maintenance, operational, and repair tasks involved in the District’s sewage collection systems and sewage lift stations.
- Flushes, rods, cleans and repairs sewer collection lines and manholes; performs repair work resulting from mainline damage; raises manholes and cleanouts to grade; replaces system components.
- Responds to system blockages and provides temporary repair of trench failures; performs system disconnects.
- Excavates for various purposes; loads and unloads asphalt, rock, dirt and construction and repair related materials and equipment.
- Operates a variety of sewer cleaners, jet rodders, pressure washers, and TV inspection equipment in the inspection, maintenance, and construction of sewer lines and laterals.
- Maintains and performs minor maintenance of all sewer equipment including emergency power generator, sewer rodder, power sprayer, and pneumatic tools; performs safety checks and checks fluid levels of vehicles and equipment; lubricates pumps, motors, and equipment; replaces sectional rods on sewer rodder; replaces and repairs high pressure hoses on Hydro-jet units and suction tubing on vacuum units; cleans assigned vehicles and equipment.
- Assists with lift station maintenance with facility monitoring of lift stations; performs minor lift station maintenance and repair work; assists Maintenance Technicians with major repairs.
- Performs line locating and marking.
- Performs confined space and permit confined space entries.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew; may flag traffic when necessary.
- Assists other departments in the performance of work as required.
- Responds to emergency call out situations and performs standby duty for emergency response after hours, on weekends and holidays according to predetermined schedule; while performing stand-by duty and during emergency situations, or as otherwise directed, diagnoses and performs corrective actions involving collection system and sewage lift station malfunctions using a variety of specialized mechanical and electrical tools.
- Maintains records of work performed.
- Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Performs related duties as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Procedures, materials, tools, and equipment used in the repair, replacement and construction of water and wastewater systems and facilities.
- Procedures and practices for cleaning, maintaining and repairing wastewater collection pipelines.
- Operation of video monitoring equipment.
- Principles and procedures for wastewater pipeline inspections.
- Methods, materials, tools and equipment used in general construction, maintenance and repair.
- Uses, purposes and maintenance of hand and power tools.
- Operation, use and maintenance of a wide variety of light and moderately heavy power-driven equipment.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Perform a variety of un-skilled, semi-skilled, and skilled maintenance, operational, and repair tasks involved in the District's sewage lift stations and sewage collection systems.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Use Self Contained Breathing Apparatus (SCBA).
- Ensure safety around work areas in high traffic.
- Perform heavy manual labor.
- Read, understand, and comply with the District's Injury & Illness Prevention Program and Safety policies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate video monitoring inspection equipment, analyze results, identify problem area(s), and prepare detailed records and reports.
- Perform strenuous manual labor, often under adverse weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

The physical demands described 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 the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 75 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools and controls, and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein 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.

Outside: Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to 100°F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED).
- Must possess a valid Class B California driver’s license, or obtain within 6 months. Must have a satisfactory driving record, and be insurable by the District to operate a vehicle.
- Possession of a Collections System Maintenance certificate issued by the California Water Environment Association, or obtain within 18 months.

Experience:

Two years’ experience in underground and above ground construction, working on installation, testing, maintenance and repair of pipelines and facilities.

Work Hours:

7:00 a.m. to 3:30 p.m.; five consecutive workdays. May be subject to working Saturday and/or Sunday with two consecutive days off. Must be willing to work overtime and/or alternate schedule when required to meet the needs of the District. Must be willing to participate in the on-call standby rotation on a regular basis; therefore, must live within an 18- mile radius of the District’s main facility.

I agree to adhere to the requirements stated in this job description.

Supervisor’s Signature

Date

Employee’s signature

Date

Approved by General Manager: _____ Approval Date: ____ / ____ / ____