

SENIOR WASTEWATER UTILITY MAINTENANCE WORKER

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in wastewater system construction, maintenance and repair activities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Wastewater Utility Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Wastewater Supervisor as assigned.

Exercises technical and functional supervision over assigned wastewater utility maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Organize, schedule, assign, and review the work of assigned wastewater utility maintenance crew(s); coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew(s) engaged in wastewater system maintenance work; inspect work while in progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in wastewater system maintenance activities.

Lead staff and perform the most difficult and complex work in the installation, construction, maintenance, and repair of wastewater systems; perform the full range of wastewater utility maintenance repair and construction duties, and provide advice and assistance to lower level wastewater utility maintenance staff.

Select materials and estimates material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work, purchase supplies and materials as necessary.

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Perform difficult taps on live mains, diverting flow as needed.

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding wastewater system field activities.

Use a computer to enter and retrieve information from a Computer Maintenance and Management System (CMMS) related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Materials, methods, practices and equipment used in utility construction, maintenance, and repair activities, including elements of construction technology related to wastewater system facilities.

Ability to:

Act as a lead worker and perform advanced journey level wastewater utility maintenance work, including operation and maintenance of the recycled water distribution system.

On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to inspect work or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 90 pounds or less.

Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects; operate a wide variety of light and heavy equipment; use and care for equipment and tools related to wastewater utility system maintenance and construction work.

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Identify and resolve problems in the field; recognize and work within limits of authority.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer to enter and retrieve data.

Be on-call evenings or week-ends; work unusual/prolonged work hours during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing work similar to that of a Wastewater Utility Maintenance Worker II in the City of Roseville.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of a valid California Class B driver's license.

Possession of a Collections System Maintenance Grade 2 certificate issued by the California Water Environment Association.

09-24-15

03-31-09

04-15-06 Senior Wastewater Utility Maintenance Worker

12-18-01

4-23-99

10-5-98

07-01-97

05-06-97

04-13-95

10-01-88 Utility Maintenance Leadworker

07-01-86

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07-01-79	Water/Sewer Maintenance Leadworker
-67	
-65	Water and Sewer Service Foreman
-64	Water Service Foreman