

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **WASTEWATER UTILITY WORKER I
WASTEWATER UTILITY WORKER II
WASTEWATER UTILITY WORKER III**

DEPARTMENT: **UTILITIES**

BASIC FUNCTION:

Under general supervision, perform both routine and skilled work in the inspection, maintenance, construction and repair of sewer collection systems and related structures and appurtenances; perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Wastewater Utility Worker I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the inspection, maintenance, operations and repair of sewer collection systems, including how to operate vehicles and equipment used in these activities. Incumbents at the Utility Worker I level may reasonably expect to advance to the II level through the promotional process by demonstrating proficiency and meeting the qualifications of the higher-level class.

Wastewater Utility Worker II is the journey level class in this series. Incumbents perform the full range of inspection, maintenance and repair duties and may be assigned in any maintenance or operations area. This class typically reports to a lead worker or supervisor for work assignments, though incumbents are assigned to run crews and are expected to work independently once assignments are determined.

Wastewater Utility Worker III is designated as the lead level in this class series, providing direction and assigning work to multiple field crews and performing a variety of the most responsible and skilled assignments. This class is distinguished from the II level as the lead worker responsible for assigning and directing the work of multiple field crews, and is distinguished from the Supervisor level who is responsible for supervising all unit staff involved in construction, maintenance or operations assignments and is classified as a management level position.

KEY RESPONSIBILITIES:

Wastewater Utility Worker I and II:

Inspect, maintain and repair sewer collection systems, including sewer pipelines, taps, valves, manholes, cleanouts and related appurtenances and structures.

Clean sewer mains and perform manhole inspections; record data on work orders; provide input into cleaning PM schedules.

Review CCTV inspection videos; record and code observations; make rehabilitation recommendations.

Respond to sewer spills using department approved response procedures; gather appropriate data and fill out spill reports; assist with determining spill causes.

Review and give input into Standard Operating Procedures (SOPs).

Perform physical labor including shoveling, weed abatement, raking, lifting and digging. Loads, unloads and operates trucks to transport maintenance supplies and materials. Maybe assigned to

Excavate and shore trenches; backfill; cut; patch, repair and resurface utility cuts in streets; clean work sites; raise manholes and public cleanouts to grade; install and remove concrete and asphalt on streets, curbs, gutters, sidewalks and other public facilities as required for sewer repairs.

Use safe work methods and safety practices related to the work; cone off and flag work sites to secure from traffic; may direct traffic around work sites; use appropriate safety equipment.

Descend into confined spaces using appropriate safety procedures and personal protective equipment (PPE).

Secure work area and maintain equipment in a clean and orderly condition; secure equipment at the end of the day. Use PPE required for assigned work.

Inspect assigned vehicles and perform minor maintenance; report the need for major repairs and service; fuel and lubricate vehicles and related equipment.

Use mechanical and hydraulic equipment during sewer system maintenance.

Operate assigned vehicles skillfully and safely; observe safe driving practices.

Operate heavy construction equipment, such as backhoes, and loaders.

Operate combination trucks and CCTV equipment and vehicles.

Locate sewer lines and manholes.

Apply root control chemicals to sewer mains and manholes. Clear, trim or remove brush, plants or trees from around wastewater facilities, manholes or on easements.

Read and interpret hard copy and electronic maps, plans, blueprints and specifications.

Estimate and secure tools, materials and equipment required for assigned jobs; discuss work to be performed with lead and/or supervisors.

Maintain daily written and computerized records of work performed and materials used; record field drawings of modifications; prepare a variety of written records and reports related to the work.

Assist in training other staff as needed; may act in a lead capacity on specific jobs.

Respond to emergency calls, including working varying hours, weekends, holidays, unscheduled days and perform stand-by duty as required.

Assist other crews when needed.

Represent the city as appropriate. Attend meetings, webinars and conferences as required.

Participate in discussions about preventive maintenance programs and/or work processes and procedures. Make suggestions for improvement.

Interact with the public in a courteous and professional manner.

Perform related duties as assigned.

Wastewater Utility Worker III:

In addition to the key responsibilities above:

Direct and assign work to multiple crews, including training and evaluating work; monitor work in progress at the worksite; direct corrections and modifications as appropriate.

Coordinate work assignments with other divisions; respond to questions and requests as appropriate.

Perform annual Fats, Oil and Grease (FOG) inspections of food service establishments (FSEs); use a computerized inspection system; interface with FSE staff in a courteous and professional manner; perform follow up inspections; assist with record keeping.

May attend meetings in place of the Utilities Supervisor.

Participate in review of data related to the performance of the sewer collections system and crew. Work with Utilities Supervisor and others to ensure that data entered on work orders by wastewater staff is accurate.

May perform the duties of Utilities Supervisor in his/her absence.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Wastewater Utility Worker I:

- Basic concepts of operations and maintenance of wastewater collection systems.
- Basic methods, materials, tools and equipment used in construction, maintenance and repair.
- Basic operation and maintenance of hand tools, power tools and equipment.
- Basic safety practices.

Wastewater Utility Worker II:

In addition to the knowledge of the Wastewater Utility Worker I:

- Accepted industry practices for operations and maintenance of wastewater collection systems.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Methods, materials, tools and equipment used in the inspection, maintenance and repair of sewer collection systems and related facilities.
- Operation and maintenance of heavy construction equipment and other related vehicles and equipment used in the inspection, maintenance and repair of sewer systems, such as backhoes, loaders, combination trucks and CCTV equipment and vehicles.
- Safe work methods and safety regulations pertaining to the work, including traffic control, confined space and use of proper protective clothing and devices related to the work.

Wastewater Utility Worker III:

In addition to the knowledge of the Wastewater Utility Worker II:

- Advanced concepts and practices of operations and maintenance of wastewater collection systems.
- Basic supervisory principles and practices.

Ability to:**Wastewater Utility Worker I and II:**

- Perform basic skilled inspection, maintenance and repair work on sewer collection systems and related facilities.
- Use mechanical and hydraulic equipment.
- Operate and maintain a variety of hand and power tools and equipment.
- Operate and maintain assigned vehicles in a safe and skillful manner including commercial vehicles.
- Understand and follow oral and written instructions.
- Demonstrate safe work methods and safety practices.
- Analyze and solve problems encountered related to wastewater collection systems.
- Use appropriate city computer systems and software applications.
- Maintain accurate written and computerized records of work performed, hours, and materials used, field conditions and related reports.
- Exercise independent judgment and initiative without close supervision.
- Establish and maintain effective working relationships with those encountered in the course of the work.

Wastewater Utility Worker II:

In addition to the above:

- Direct the work of other subordinates, including training and evaluating work procedures.
- Plan and lay out jobs, estimate tools and materials; assign and review the work of others.

Wastewater Utility Worker III:

In addition to the Wastewater Utility Worker II:

- Coordinate work among cross organizational departments.
- Provide technical leadership to staff.
- Provide training to staff.
- Represent and support department's goals and objectives.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and abilities outlined above is:

Wastewater Utility Worker I:

High school diploma and six months of work experience in wastewater systems or any related field; or an equivalent combination of education, certification, and experience.

Wastewater Utility Worker II:

In addition to the above, a total of two years of experience in the Wastewater Utility Worker I classification or similar classification with demonstrated proficiency at the journey level through certification and training; or an equivalent combination of education, certification, and experience.

Wastewater Utility Worker III:

In addition to the above, a total of five years of work experience in the Wastewater Utility Worker II classification or similar classification in wastewater systems and demonstrated skill and certification in the related field.

SPECIAL REQUIREMENTS:**Wastewater Utility Worker I/II/III:**

Use respirators which prohibit full beards and facial hair that may interfere with a proper respirator fit.

Must be available to work overtime and respond to emergency calls; work varying hours, including weekends, holidays, and unscheduled days and perform "stand-by" duty as needed.

Must possess a valid California Class C Driver's License.

Wastewater Utility Worker I:

Within the first year of appointment must obtain the following:

California Water Environment Association Collection Systems Maintenance Certificate Grade I.

California Class B Driver's License with tanker endorsement.

Wastewater Utility Worker II:

Must possess the following:

Valid California Class B Driver's License with tanker endorsement.

California Water Environment Association Collection Systems Maintenance Certificate Grade II.

NASSCO PACP Certification is desirable.

Wastewater Utility Worker III:

California Department of Health Services Water Distribution Operator Certificates Grades I and II are desirable.

Must possess the following:

Valid California Class B Driver's License with tanker endorsement.

California Water Environment Association Collection Systems Maintenance Certificate Grade II.

Within one year of appointment:

Must obtain a California Water Environment Association Collection Systems Maintenance Certificate Grade III.

Must attend Supervisors' Training.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

Must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 lbs. above the waist and to perform sustained heavy physical labor. Must be willing to work outdoors in all weather conditions, to work underground in confined places and to be exposed to potentially hazardous conditions in the course of inspecting, maintaining and repairing the sewer collection system. Must be able to sit at a computer for prolonged periods of time to perform data entry or code CCTV inspections.

DATE APPROVED: June 27, 2022