

IRVINE RANCH WATER DISTRICT
Job Description

Title: Collection Systems Technician I
FLSA Code: Non-Exempt

Salary Grade: XV
Department: 50/57

GENERAL PURPOSE

To maintain, clean and perform minor repairs of the sewage collection system.

DISTINGUISHING CHARACTERISTICS

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a non-exclusive list of essential duties and responsibilities. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar or related as determined by the incumbent's supervisor.

Operate hydro-cleaner, vactor, and other related sewer cleaning equipment.

Maintain and clean confined spaces including lift stations, wet wells and manholes.

Operate a variety of small equipment including: generators, pumps, ventilating fans, pneumatic and hand tools.

Drive hydro-cleaner, vactor truck and other similar vehicles.

Assist in the minor repair of lift stations, manholes, and other sewage facilities.

Maintain daily records of work completed.

Is responsible for traffic control, job safety methods and the reading and interpreting sewer atlas.

Participate in a scheduled standby program.

Attend appropriate safety training regarding your job duties. Attend safety meetings of at least 30 minutes in duration, bi-weekly. Report safety violations or safety hazards to the Safety Office as soon as possible after awareness. All employees are required to notify their supervisor and the Safety Office of any sub-standard working conditions.

MINIMUM TRAINING, EXPERIENCE, AND KNOWLEDGE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School Graduate.

One year experience in sewer maintenance or related field.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability and Interpersonal Communication

Ability to effectively communicate both oral and written. Ability to communicate effectively with all levels of office/field employees, management and vendors. Represent District in a professional manner when dealing with customers, outside contractors and agency officials. Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use good personal judgment and discretion in performing all job functions.

Physical Requirements

Will lift 80 lbs. on a routine basis. Must be certified annually to wear respiratory equipment. Must be clean shaven such that facial hair does not interfere with the fit of self-contained breathing apparatus. Ability to exert heavy physical effort in heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, twisting and pulling. Ability to operate equipment and machinery with some operations requiring complex and rapid adjustments. Ability to work in a confined space environment and in underground locations.

Environmental Adaptability

Ability to work under sometimes uncomfortable conditions with exposure to environmental factors such as toxic agents, wildlife, disease, or equipment, high speed traffic, or machinery.

LICENSE/CERTIFICATIONS REQUIRED

Valid Class 'A' California Driver's License required within 6 months of hire.

CWEA Grade I Collection System Maintenance Certificate desired.

Department Approval/Date

Human Resources Approval/Date

Effective Date: 07/01/06