

**WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY**

**MAINTENANCE WORKER SERIES
(Maintenance Worker Trainee, Maintenance Worker I and II)**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision or direction, performs a variety of wastewater collection system maintenance duties assigned to classes within the Maintenance Worker series; performs or assists in cleaning, televising, inspection, repairing, clearing, locating, and constructing District facilities; demonstrates a full understanding of the proper and safe use, and operation of all equipment, tools, and methods associated with wastewater collection system maintenance; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker Trainee

The **Maintenance Worker Trainee** is an entry level class within the Maintenance Worker series. This position allows the incumbent to develop basic knowledge, abilities and skills in the operation and maintenance of wastewater collection systems, including maintenance and repair methods, District maintenance equipment and procedures, and familiarization with the District collection system and service area. Under the immediate guidance and supervision of upper level maintenance staff, incumbents perform the most routine and less complex assignments within an established procedural framework, including a wide variety of maintenance and construction support tasks. This classification typically performs less complex and semi-skilled tasks, which distinguishes it from the next higher class, Maintenance Worker I. Incumbents may qualify for advancement to Maintenance Worker I after gaining the required experience and demonstration of an appropriate level of proficiency, completion of necessary requirements, and achievement of the required CWEA certification.

Maintenance Worker I

The **Maintenance Worker I** is a skilled level class in the Maintenance Worker series. This position allows the incumbent to develop journey level knowledge, abilities and skills in the operation and maintenance of wastewater collection systems, including maintenance and repair methods, District maintenance equipment and procedures, and a working familiarity of

the District collection system and service area. Under the immediate supervision of upper level maintenance staff, incumbents perform routine and less complex assignments within an established procedural framework, including a wide variety of maintenance and construction tasks. This classification typically performs routine and occasionally complex skilled tasks, which distinguishes it from the next higher class, Maintenance Worker II. Incumbents may qualify for advancement to Maintenance Worker II after gaining the required years of experience and demonstration of an appropriate level of proficiency, completion of necessary requirements, and achievement of the required CWEA certification.

Maintenance Worker II

The **Maintenance Worker II** is a journey level class in the Maintenance Worker series in which incumbents have developed thorough knowledge, abilities, and skills in the operation and maintenance of wastewater collection systems, including maintenance and repair methods, District maintenance equipment and procedures, and excellent working familiarity of the District collection system and service area. The Maintenance Worker II is expected to independently perform the full scope of assigned duties with little or no instruction. This classification is the highest class in the Maintenance Worker series requiring the regular performance of complex tasks requiring journey level knowledge, abilities, and skills. Incumbents may qualify for advancement to Maintenance Lead Worker after gaining the required years of experience and demonstration of an appropriate level of proficiency, completion of necessary requirements, and achievement of the required CWEA certification. Incumbents may also be eligible for advancement to a *Specialty* designation by possessing a high level of knowledge and skill in key specializations.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker Trainee

The Maintenance Worker Trainee receives immediate and regular guidance and or supervision from higher level Maintenance Workers, Maintenance Lead Workers, or other higher level Operations staff. Incumbents of this class do not exercise any supervision.

Maintenance Worker I

The Maintenance Worker I receives immediate guidance and or supervision from higher level Maintenance Workers, Maintenance Lead Workers, or other higher level Operations staff. Incumbents of this class do not exercise any supervision, but may provide some technical guidance to Maintenance Worker Trainees.

Maintenance Worker II

The Maintenance Worker II receives general supervision from Maintenance Lead Workers, or other higher level Operations staff. Incumbents may exercise functional or technical supervision over lower level workers and may occasionally be required to assume the duties of Maintenance Lead Worker in their absence.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Performs cleaning, repair, construction, CCTV inspection, locating, and installation work on a variety of structures and assets related to the sanitary sewer and storm drain systems.
- Operates a variety of vehicles and equipment including: service trucks, dump trucks with trailers, forklifts, skid loaders, Vactor trucks, rodder trucks, emergency generators and pumps, CCTV van, and others.
- Serves on the on-call rotation for service calls during non-work hours, weekends, and holidays.
- Performs Underground Service Alert (USA) locating.
- Performs traffic control and setting and dismantling of traffic control devices.
- Performs routine vehicle and equipment maintenance, small equipment and hand tool maintenance, yard maintenance, and facility maintenance.
- Utilizes a variety of construction equipment (jackhammers, shovels, welder, grinder, saws, concrete mixers, compactor, etc.) to repair and or install sewer pipe, cleaning equipment and tools, manholes, cleanouts, pump stations, and facility improvements.
- Utilizes field laptops and field maintenance software in the performance of daily maintenance responsibilities, receiving and closing of maintenance work orders, locating service call addresses, locating sewer and storm structures, and documenting field changes.
- Establishes positive working relationships and demonstrates a professional demeanor to representatives of community organizations, state/local agencies, District Board, management and staff, and the public.
- Reference Maintenance Worker Job Task Analysis for specific strength and movement requirements associated with the essential tasks required of these positions.
- Performs other related work as required.

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push/pull tools, equipment and supplies weighing up to 122 pounds is required (reference Maintenance Worker Job Task Analysis). Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The need to regularly communicate via mobile phone devices and or two-way radio is also required.

Electronic field devices (laptops) and associated programs are utilized as part of the daily maintenance routine. The incumbent must be available for on-call and stand-by duty, and respond to after-hours emergencies. The incumbent may be required to wear uniform and/or protective clothing.

A Maintenance Worker Job Task Analysis was performed that identifies essential tasks related to these positions. Specific strength and motion requirements have been identified in the Analysis for each essential task and established the physical capabilities that will be required of the incumbent. To qualify for a position in the Maintenance Worker series, a functional capacity test will be administered following an offer of employment, but prior to employment, to determine if the individual can meet the strength and motion requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience requirements that provides the required knowledge, abilities, and skills necessary for the position is considered qualifying. A typical way of meeting the required education and experience is to possess the equivalent of:

Maintenance Worker Trainee

- A high school diploma, or GED equivalent, or completion of the twelfth grade.
- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework within 12 months of hire.
- One year of work experience in construction or maintenance work, preferably as a laborer, plumber, pipe layer, or equipment operator.

Maintenance Worker I

- A high school diploma, or GED equivalent, or completion of the twelfth grade.
- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework within 6 months.
- One year work experience as a collection systems maintenance worker equivalent to that obtained as a District Maintenance Worker Trainee.

Maintenance Worker II

- A high school diploma, or GED equivalent, or completion of the twelfth grade.

- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework at time of hire.
- Two years work experience as a collection systems maintenance worker equivalent to that obtained as a District Maintenance Worker I.

LICENSE OR CERTIFICATION:

Maintenance Worker Trainee

- Possession of a valid Class C California driver's license.
- Obtain a Class A or B California driver's license with tank endorsements within the six month probationary period.
- Obtain a Grade I Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program before reaching the fourth step or promotion to the Maintenance Worker I level.

Maintenance Worker I

- Possession of a Class A or B California driver's license with tank endorsements.
- Possession of a Grade I Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program.
- Obtain a Grade II Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program before reaching the fourth step or promotion to the Maintenance Worker II level.

Maintenance Worker II

- Possession of a Class A or B California driver's license with tank endorsements.
- Possession of a Grade II Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program.

KNOWLEDGE, ABILITIES, AND SKILLS

(The following are a representative sample of the KAS's necessary to perform essential duties of these positions. The level and scope of the knowledge and abilities listed below vary within the Maintenance Worker series with an expectation of basic KAS levels at the Maintenance Worker Trainee position to advanced and thorough KAS levels at the Maintenance Worker II position.)

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of sanitary sewer systems, storm drains, street patching, curb repair, lighting, traffic signs and related collection facilities; safety requirements for operation of maintenance trucks and other equipment; electronic communication devices (mobile phones) and two-way radio; computers and computer software; occupational hazards and standard safety procedures.

Ability to:

Perform maintenance, repair and installation of asphalt, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; wear self-contained breathing apparatus and respirators; be clean shaven to conform to District confined space manhole entry permit policy and procedures; pass drug and alcohol testing for pre-employment and random testing throughout employment to satisfy DOT requirements; ability to maintain required DMV driver's licenses; ability to be insurable by the District to operate its vehicles; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; effectively utilize electronic communication devices (mobile phones) and two-way radios; interact with others; establish and maintain effective working relationships; handle stress appropriately; follow directions from higher level Operations staff, or other assigned supervisor.

Skill to:

Observe, recognize, and determine safe and unsafe working conditions in the field and at District facilities; satisfactorily complete work assignments within the allotted time for the activity; safely and effectively operate maintenance equipment and tools; safely and responsibly drive motorized vehicles; effectively use a computer to utilize District's maintenance field software and basic Microsoft Office programs.