

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

SENIOR MAINTENANCE LEAD WORKER

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 supervision and direction, the Senior Maintenance Lead Worker plans, prioritizes, schedules, and coordinates work assignments for maintenance crews and specialties; leads, oversees, reviews, and performs a variety of wastewater collection system maintenance duties assigned to maintenance staff including cleaning, inspection, repairing, clearing, locating, and construction; responsible for the review, evaluation, and problem solving of the most difficult and complex maintenance tasks; assists the Operations Supervisor in a variety of supervisory and administrative functions of the department; demonstrates a thorough understanding of all applicable regulatory requirements, policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior Maintenance Lead Worker is an advanced journey maintenance class in which the incumbent has developed a superior level of knowledge, ability, and skill in the operation and maintenance of wastewater collection systems, including maintenance and repair methods, District maintenance equipment and procedures, and possesses an extensive working familiarity of the District collection system and service area. Under direct supervision, incumbents exercise independence in planning and executing maintenance work assignments, providing technical review and evaluation of maintenance performance and production, resolving complex wastewater collection issues, maintain compliance with mandatory regulatory requirements, and provide administrative support for the Operations Department. Incumbents also have good working knowledge of District Ordinances and Policies, District Health and Safety Plans, District Sanitary Sewer Overflow and Backup Response Plan, and District Sewer System Management Plan. This classification is distinguished from the next lower classification of Maintenance Lead Worker by performance of difficult and complex assignments, responsible for the planning, organizing, directing, and providing oversight of maintenance work, and providing functional and administrative support to the Operations Department.

SUPERVISION RECEIVED AND EXERCISED

The Senior Maintenance Lead Worker receives supervision and direction from the Operations Supervisor and or the Director of Engineering and Operations. Incumbents coordinate, and provide guidance and oversight over all lower level maintenance staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

- Coordinate, lead, oversee, review, and perform a variety of wastewater collection system maintenance duties including cleaning, inspection, troubleshooting, repairing, clearing, locating, and construction.
- Regular use of District's computerized maintenance management software (CMMS), field integration software, and geographic information system (GIS) mapping to issue maintenance work orders, maintain and extract asset information, and monitor maintenance programs.
- Operate a variety of vehicles and equipment including: service trucks with trailers, forklifts, skid loaders, jetters, high velocity cleaning/vacuum trucks, continuous rodding trucks, emergency generators and pumps, and others.
- Serve as the primary Data Submitter for the District, responsible for the accurate, complete, and timely notification and reporting of sanitary sewer overflows (SSO) to the California Integrated Water Quality System (CIWQS).
- Coordinate and implement technical training, health and safety training, testing, and new employee orientation training for maintenance staff (and where applicable, other District staff) in accordance with the District's Health and Safety Program; serve as primary trainer for the District Competency Based Training (CBT) Program.
- Assist in the execution of action items identified in the District's Health and Safety Program; monitor work activities to ensure safe work practices are exercised, participate in the investigation and correction of safety issues, maintaining safety related records, Safety Data Sheet (SDS) binders, and conducting accident investigations.
- Receive service calls regarding the operation of the wastewater collection system and coordinate the appropriate responses.
- Provide leadership, mentoring, and support of lower level maintenance workers in the Operations Department.
- Maintain positive and professional working relationships with representatives of community organizations, state/local agencies, District staff, and the public.
- Perform other related work as required.

WORKING CONDITIONS

This position encompasses both field and office working environments that 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 requiring lifting up to 122 pounds is required. Additionally, the incumbent field responsibilities will require exposure to all weather conditions including wet, dry, 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 noise producing power 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. Office related duties will require extended periods sitting and keyboarding at a computer work station. The incumbent must be available to respond to on-call and after-hour emergencies when necessary.

A Physical Demand Analysis was performed for the Senior Maintenance Lead Worker position that identifies essential tasks related to this position. Specific strength and motion requirements have been identified in the Analysis for each essential task and establishes the physical demands that will be required of the incumbent. To qualify for a position as a Senior Maintenance Lead Worker, 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 minimum education and experience is to possess the equivalent of:

- 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 of hire.
- Six years of work experience as a collection systems maintenance worker, two of which must be equivalent to that obtained as a District Maintenance Lead Worker.
- An Associate's degree in an area of study that includes 15 units of engineering, mathematics, physical science, computer science, or a closely related field may be used

as a substitute for one year of work experience as a collection system maintenance worker (no substitution for District Maintenance Lead Worker experience).

LICENSE OR CERTIFICATION:

- Possession of a Class A or B California driver's license with tank endorsements.
- Possession of a Grade 2 Collection System Maintenance Certification.
- Obtain a Grade 3 Collection System Maintenance Certification within 12 months of hire.

KNOWLEDGE, ABILITIES, AND SKILLS

The following are a representative sample of the KAS's necessary to perform essential duties of the position.

Knowledge of:

- Methods and techniques of supervision, mentoring, and motivation.
- Best practices, techniques, equipment, tools, and materials used in collection system operation and maintenance, construction, CCTV inspection and condition assessment, and repair of sanitary sewer systems and related collection facilities.
- CCTV inspection methods, industry standards for pipeline and manhole inspection and assessment (NASSCO PACP/MACP/LACP).
- Standard methods and procedures for pumps and pump station maintenance, fleet maintenance, and equipment maintenance.
- District Ordinance, Policies, and Standard Specifications (Design Standards).
- District Sanitary Sewer Overflow and Backup Response Plan, Pump Station Emergency SSO Emergency Response Plans, and Water Quality Monitoring Plan.
- Safe work practices and safety requirements in accordance with District Health and Safety Program, applicable Cal-OSHA General Industry and Construction safety orders and practices.
- District's Health and Safety Training Program and Competency Based Training (CBT) Program.
- State Water Resources Control Board General Waste Discharge Requirements for Sanitary Sewer Systems including the Monitoring and Reporting Program.
- California Integrated Water Quality System (CIWQS).
- District Sewer System Management Plan (SSMP).
- Computerized Maintenance Management Software (CMMS) specifically Lucy, field integration software, and geographic information system (GIS) mapping.
- Use of computers and basic software (Word, Excel, PowerPoint, Outlook).
- Map reading for pipeline construction, sewer systems, and other utility systems.
- Application of arithmetic, and basic statistics and algebra.
- English language, grammar, spelling, vocabulary, and punctuation.

Skill and Ability to:

- Provide direction, oversight, guidance, mentoring, and assistance to maintenance staff in the maintenance and repair of the collection system and in response to sewer system overflow activities.
- Safely and effectively perform in any maintenance worker capacity, including the operation and use of maintenance equipment and tools, that may be required for the successful completion of maintenance, repair, or response activities.
- Evaluate staffing resources and scheduled and unscheduled work requirements to appropriately assemble and coordinate maintenance crews to effectively and efficiently complete work.
- Provide necessary support of maintenance staff by ensuring that all maintenance equipment, tools, safety devices, and personal protective equipment are regularly inspected, maintained and in proper working condition, and backup supplies and replacement parts are adequately stocked.
- Serve as the primary trainer to administer and execute the maintenance employee training program, and where required for specific equipment and maintenance activities, the District Competency Based Training Program.
- Effectively operate and utilize computers or field laptops and associated office suite programs and technical software to create letters, reports, spreadsheets, update databases, create and issue work orders, and produce mapping.
- Perform regular administrative and maintenance tasks including reconciliation of employee timesheets, conduct meetings, organize or create files, conduct facility safety inspections and or monthly checklists, receive and unload shipping, inventory and order supplies and materials, and perform minor facility repairs.
- Observe, recognize, and determine safe and unsafe working conditions in the field and at District facilities and institute appropriate corrective measures as needed.
- Provide a positive role model for maintenance staff demonstrating good character, commitment to duty, and professionalism and maintain positive working relationships with all District departments and staff.
- Communicate through both written and verbal forms in a clear, concise, and appropriate manner.
- Prioritize, organize, and complete multiple concurrent tasks within established timeframes.