

**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 serves as the primary Work Planner coordinating work assignments for all maintenance staff; leads, oversees, reviews, and performs a variety of wastewater collection system maintenance duties assigned to maintenance staff including cleaning, CCTV inspection, repairing, clearing, locating, and constructing District facilities; responsible for the review, evaluation, and problem solving of the most difficult and complex maintenance tasks and performance of all maintenance crews; demonstrates a thorough understanding of the proper and safe use and operation of all equipment, tools, and methods associated with wastewater collection system maintenance; serves as the primary Data Submitter for CIWQS spill reporting and participates in Sewer System Management Plan (SSMP) updates and SSMP Audit reviews; assists the Operations Supervisor in a variety of supervisory and administrative functions of the department; serves as the training coordinator for the Operations 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, incumbent exercises 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. Incumbent has an excellent working knowledge of District Ordinances and Policies, District Health and Safety Plans, SWRCB Waste Discharge Requirements (SSS-WDR), District Spill Emergency 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 short-term work planning,

organizing, directing, and providing oversight of all 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 and are expected to coordinate maintenance work, and provide guidance and oversight over all subordinate 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, CCTV inspection, troubleshooting, repairing, clearing, locating, and construction; assist maintenance staff in troubleshooting and performing the most complex maintenance and repair activities.
- Regular use of District computers and computerized maintenance management software (CMMS) and geographic information system (ESRI/GIS) mapping to issue maintenance crew work orders, execute work order tasks and service calls, maintain and extract asset information, and monitor maintenance programs.
- Coordinate, lead, oversee, review, and perform SSO response, mitigation, and reporting, and monitoring activities ensuring compliance with SSS-WDR and District Spill Emergency Response Plan requirements.
- Operate a variety of vehicles and equipment including: service trucks, service trucks with trailers, forklifts, skid loaders, combination vacuum and jetter trucks, continuous rodding trucks, trailer mounted jettors, emergency generators and pumps, CCTV van, and others.
- Serve as the primary Work Planner for short-term (daily, weekly, and monthly) maintenance crew assignments in alignment with the long-term planning strategy established by the Operations Supervisor.
- Serve as the primary Data Submitter for the District, responsible for the accurate, complete, and timely notification and reporting of spills to California Integrated Water Quality System (CIWQS).
- As the training facilitator, plan, 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.
- 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 from the public during working hours 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.
- Reference Senior Maintenance Lead Worker Physical Demand Analysis for specific strength and movement requirements associated with the essential tasks required of this position.
- Successfully complete all training as assigned.
- Perform other related work as required.

WORKING CONDITIONS

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 weighing up to 75 pounds is required (reference Senior Maintenance Lead Worker Physical Demand Analysis). 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 cell phone and or two-way radio is also required. Electronic field devices (tablets/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 workstation. The incumbent typically responds to day-time service calls and must also be available to respond to 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.
- Certificates of Completion for Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework through the Office of Water Programs, CSU Sacramento or equivalent.
- Eight years of work experience as a collection systems maintenance worker with a minimum of two years of equivalent experience in scope and responsibility to that obtained as a District Maintenance Lead Worker, with familiarity with the District's Service Area and collection system configuration.
- Complete APWA Public Works Institute Coursework (all 4 Modules) before reaching the 5th step of position.
- One year minimum with designation as a CIWQS Data Submitter, with experience performing spill event documentation, review, evaluation, and failure analysis.
- Two years minimum experience leading maintenance staff in spill response and containment activities, spill volume documentation and calculations, and CIWQS reporting.
- 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 two years of work experience as a collection system maintenance worker (no substitution for District Maintenance Lead Worker experience).

LICENSE OR CERTIFICATION:

- Possession of a California Class A commercial driver's license with tank endorsement.
- Obtain a Grade 4 Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program before reaching the fifth step of position.
- Possession of a NASSCO PACP/MACP/LACP Certification and or CWEA Mechanical Technologist Grade 1 Certification.

KNOWLEDGE, ABILITIES, AND SKILLS

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

KNOWLEDGE OF:

- Best practices in the methods and techniques of effective supervision, leadership, 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.
- Safe and effective operation and maintenance of sewer cleaning vehicles, sewer

cleaning equipment, service trucks, and hand tools.

- 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 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 Training Management System (Vector Solutions/Training Link).
- District Spill Emergency Response Plan, Pump Station Emergency Spill Response Plans, and Water Quality Monitoring Plan.
- State Water Resources Control Board General Waste Discharge Requirements for Sanitary Sewer Systems (SSS-WDR) including the notification and reporting requirements to the California Integrated Water Quality System (CIWQS).
- District Sewer System Management Plan (SSMP) and associated Elements.
- CCTV inspection methods, industry standards for pipeline and manhole inspection and assessment (NASSCO PACP/MACP/LACP), CCTV equipment inspection, maintenance and repair, and CCTV inspection software.
- Pump and pump station inspection, maintenance, and repair.
- Fleet and equipment inspection, maintenance, and repair. Fleet and equipment include but not limited to automobiles, medium and heavy duty trucks, sewer cleaning equipment, light construction equipment, and other motorized, portable, and stationary equipment.
- Computerized Maintenance Management Software (CMMS), specifically Lucity, and geographic information system (ESRI/GIS) mapping for the execution of work orders and the maintenance of equipment asset database.
- Map reading to identify pipeline construction, sewer system configuration, and location and identification of other utility systems.
- Computer hardware and basic MS software (Word, Excel, Outlook) to produce spill reports, evaluations, simple spreadsheets, e-mail, and calendars/scheduling.
- District Ordinance, Policies, and Standard Specifications (Design Standards).
- Arithmetic, algebra, and basic statistics.
- English language, including 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 spill 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.
- Effectively operate and utilize computers or field tablets and associated MS Office programs and CMMS software to create letters, reports, spreadsheets, update asset databases, create and issue work orders, and produce mapping.
- Conduct review of spill documentation to ensure it is complete, accurate, and organized prior to submitting data to CIWQS. Verify spill volume calculations and write supplemental descriptions of spill event, as needed.
- Participate in the spill event review with maintenance staff and assist in the root causal analysis of the spill event.
- Perform regular administrative and maintenance tasks including reconciliation of employee timesheets, conduct meetings, create and organize 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 by demonstrating good character, commitment to duty, and professionalism and maintaining positive working relationships with all District departments and staff.
- Pass drug and alcohol testing for pre-employment and random testing throughout employment to satisfy DOT and District Substance Abuse Policy requirements. Ability to continuously maintain required DMV commercial driver's license and insurability to operate District vehicles.
- Communicate through both written and verbal forms in a clear, concise, and appropriate manner.
- Prioritize, organize, and complete multiple concurrent tasks within established timeframes.