

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

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 general supervision or direction, the Maintenance Lead Worker leads, oversees, reviews and performs a variety of wastewater collection system maintenance duties assigned to maintenance crews including cleaning, CCTV inspection, repairing, clearing, locating, and constructing District facilities; assumes responsibility for the more difficult and complex tasks and the performance of assigned maintenance crews including serving as lead for CCTV Inspection, Equipment Mechanical, and serve as the primary back-up to the Senior Maintenance Lead Worker as a Work Planner and California Integrated Water Quality System (CIWQS) Data Submitter; demonstrates a thorough understanding of the proper and safe use and operation of all equipment, tools, and methods associated with wastewater collection system maintenance; demonstrates a thorough understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Maintenance Lead Worker is a lead journey level class in which the incumbent has 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 an excellent working familiarity of the District collection system and service area. The Maintenance Lead Worker is uniquely qualified to serve as lead in one of three technical areas as determined by the District through certification, training, and experience: CCTV Inspection (system inspection and condition assessment), Equipment Mechanical (maintenance of pumps, generators, and fleet), and Work Planner (primary back-up to the Senior Maintenance Lead Worker). The Maintenance Lead Worker is expected to independently perform the full scope of assigned duties with little or no instruction. Incumbent has in-depth knowledge of the requirements of the SWRCB Waste Discharge Requirements (SSS-WDR) and the District Spill Emergency Response Plan and is responsible for all field actions in response to a spill event including leading a crew in addressing and mitigating the spill and documenting the spill event. As designated Data Submitters, enter spill data into the CIWQS system. This classification is distinguished from the next lower classification of Maintenance Worker II by requiring the individual to serve in a leadership role over maintenance crews in the performance of complex and routine tasks.

SUPERVISION RECEIVED AND EXERCISED

The Maintenance Lead Worker receives general supervision and direction from higher level Operations Staff. Incumbents exercise functional and technical supervision over subordinate maintenance staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

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

- Lead, oversee, review and perform a variety of wastewater collection system maintenance duties including cleaning, CCTV inspection, troubleshooting, repairing, clearing, locating, and construction; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Regular use of District field computers and computerized maintenance management software (CMMS) and geographic information system (ESRI/GIS) mapping in the performance of daily maintenance responsibilities, receiving and closing of maintenance work orders, locating service call addresses, locating sewer structures, and documenting field changes or mapping errors.
- Lead SSO response, mitigation, reporting, and monitoring activities ensuring compliance with SSS-WDR and the District Spill Emergency Response Plan requirements.
- Lead, oversee, and perform CCTV inspection or Pump station/mechanical operation, maintenance and repair of equipment or facilities.
- Report spill data by serving as a CIWQS Data Submitter.
- 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 jetter, emergency generators and pumps, CCTV inspection van, and others.
- Utilize a variety of construction equipment, cleaning equipment, and tools to repair and or install sewer pipe, manholes, cleanouts, pump stations, and other facility improvements.
- Serve on the on-call rotation for service calls during non-work hours, weekends, and holidays.
- Perform Underground Service Alert (USA) locating.
- Determine appropriate traffic control and coordinate the setting and dismantling of traffic control devices.
- Perform routine vehicle and equipment maintenance, small equipment and hand tool maintenance, yard maintenance, and facility maintenance.
- Responsible for ensuring safety of the assigned maintenance crew and assist in safety training for maintenance staff.
- Utilize office computers and Microsoft Office and computerized maintenance management software to generate reports, spreadsheets, enter or extract sewer system maintenance and asset information.
- Provide leadership, oversight, and mentoring of lower level maintenance workers in the Operations Department.

- Establish positive working relationships and demonstrate a professional demeanor to representatives of community organizations, state/local agencies, District Board, management and staff, and the public.
- Reference 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 is predominantly working in field environment 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 Maintenance Lead Worker Physical Demand Analysis). Additionally, the incumbent in this primarily 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 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 must be available for on-call and stand-by duty roster, responding to after-hour emergencies.

A Physical Demand Analysis was performed for the 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 established the physical capabilities that will be required of the incumbent. To qualify for a position as a 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 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.
- Six 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 Worker II, with familiarity with the District's Service Area and collection system configuration.
- Two years minimum experience in spill response and containment activities, and spill volume documentation and calculations.

LICENSE OR CERTIFICATION:

- Possession of a California Class A commercial driver's license with tank endorsement.
- Possession of a Grade 3 Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program.
- Possession of a NASSCO PACP/MACP/LACP Certification and or CWEA Mechanical Technologist Grade 1.

KNOWLEDGE, ABILITIES, AND SKILLS

The following are a representative sample of the KAS's necessary to perform essential duties of this 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 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 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 including 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 and use and application of basic functions.
- English language, including grammar, spelling, vocabulary, and punctuation.

SKILL AND ABILITY TO:

- Lead and or 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.
- Serve as the Maintenance Lead Worker in CCTV Inspection (system inspection and condition assessment), and or Equipment Mechanical (maintenance of pumps, generators, and fleet), and or Work Planner (primary back-up to the Senior Maintenance Lead Worker). by performing and or providing direction, oversight, guidance, mentoring, and assistance to maintenance staff performing associated technical duties.
- 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.
- Observe, recognize, and determine safe and unsafe working conditions in the field and at District facilities and institute appropriate corrective measures as needed.
- Provide oversight and direction to maintenance staff in safe work practices and safety requirements, including traffic control, confined space entry, and other hazardous conditions.
- Effectively utilize electronic communication devices (cell phones) and two-way radios.
- 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.