

SEWER LEAD WORKER

Definition:

Under general supervision performs maintenance and flow inspections of the City sewer system for conformance to prescribed sanitary standards; leads a crew involved in the maintenance, repair and construction of City sewer system components; investigates citizen complaints regarding sewers and sewage; inspects contract work to ensure contract compliance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Directs and participates in the maintenance, repair and construction work on City sewer system components and in the maintenance and repair of sewer mains and laterals.

Leads members of a small to medium size crew involved in the maintenance, repair and construction of City sewer system components and related facilities/equipment to include sewer laterals.

Trains and schedules assigned employees and reviews timecards.

Investigates and reviews citizen complaints regarding all sanitation matters and recommends resolution.

Inspects sewers for proper sanitary conditions.

Administers the sewer cleaning contract.

Prioritizes and schedules areas to be cleaned and determines methods to be used.

Inspects work in progress.

Investigates claims filed against the City on sanitation-related matters.

Assists in developing the City's sewer/lateral line policy.

Provides reports and testimony for legal action as required.

Makes recommendations regarding contract sewer work.

Coordinates work with sewer contractors and other City divisions/departments.

Prepares reports and maps and maintains records.

Lifts and moves sewer cleaning tools and related equipment weighing 60 pounds or less.

Operates a variety of power tools and equipment related to sewer cleaning.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Sewer Lead Worker is a single incumbent position in the Public Works Department with duties related specifically to sewer maintenance, repair and construction. Incumbents perform a variety of general skills, specialized tasks and lead a crew. A Sewer Lead Worker is expected to solve work related problems independently.

Contacts and Relationships:

The Sewer Lead Worker has substantial contact with the public regarding sewer problems. The majority of this public contact occurs with citizens under stressful circumstances. Other contact is established and maintained with Public Works Department staff, employees in other City departments and sewer/maintenance contractors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable sanitation codes and ordinances.

Contract administration as it relates to area assigned.

Applicable health/safety codes and requirements.

Safety precautions and practices necessary when working with hand and power equipment.

Basic crew leadership/directional techniques.

Safety principles regarding public streets, traffic control and rights of way.

Sewer inspection methods.

Proper sewer cleaning procedures and related equipment.

Legal procedures involved in the enforcement of codes and ordinances.

Basic math.

Computer equipment and applications as they relate to the work.

AND

Ability to:

Train and direct a crew performing sewer maintenance and maintenance and repair of sewer mains and laterals.

Read and interpret maps, blueprints, plans and specifications.

Plan and organize work.

Work under limited supervision and in.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Physically inspect sewers and operate job related equipment.

Maintain records and logs of activity and prepare reports.

Understand and carry out oral and written instructions independently; work independently in the absence of supervision

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Meet and deal effectively with angry citizens.

Use a personal computer and applicable software.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school. A valid California Water Environment Association (CWEA) Collections System Maintenance Grade 2 certification is preferred but not required.

AND

Three years of responsible experience in a sanitation-related trade to include one year of lead worker level experience and some contract administration experience.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs to include overtime and emergency call back.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors and in and around sewers. When work is performed outdoors there is full exposure to the elements. When work is performed in a sewer, the incumbent will be exposed to damp and wet conditions and confined spaces. The incumbent stands and walks on level and uneven/slippery surfaces, kneels, crouches, climbs ladders and inclines, twists, crawls, bends, pushes, pulls, reaches, grasps, lifts and carries items weighing 60 pounds or less and operates hand and power tools. The incumbent drives a vehicle on City business and may be exposed to noise, vehicular traffic, grease/oil, solvents, chemicals, dust, fumes and electrical and mechanical hazards. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed. This position requires sufficient color vision for dye tracing.

Fair Labor Standards Act Designation: Non-exempt.

Revised April 2021 (Includes title change from Sanitation Specialist to Sewer Lead Worker)

Revised April 2003

Revised November 2000