

# MT. VIEW SANITARY DISTRICT POLICY & PROCEDURE MANUAL

POLICY TITLE:                   JOB DESCRIPTION  
**Collections Maintenance Lead**

POLICY NUMBER:               2420

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## Definition

Under general direction by the Wastewater Operations Manager, this position performs job planning and resource scheduling of work orders relating to underground, mechanical, electrical, civil, architectural, and control systems work. This position also oversees the District's Sanitary Sewer Management Plan (SSMP), Fats, Oil and Grease (FOG) Program and Overflow Emergency Response Plan. Under general supervision, researches, plans, and coordinates a variety of resources for the safe and successful completion of wastewater systems' maintenance activities and projects; assists with and schedules the appropriate acquisition, delivery, and application of necessary resources within approved timeframes; monitors the efficiencies and effectiveness of resource allocations and utilization during the course of designated work projects; directs daily activities of field crews responsible for performing maintenance activities on the collections system.

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## Distinguishing Characteristics

This position administers key collection system management programs and collection system and assists with treatment facility maintenance (as needed) programs. This position supports the District Management Team in overall District Operations as they relate to District Assets.

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## Supervision Received and Exercised

This position receives general direction from the Wastewater Operations Manager and coordinates maintenance activities with the Lead Wastewater Operator. This position provides lead direction and oversight over daily field activities in the collections system. This position serves as an operations and maintenance resource to the District.

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## Examples of Essential Duties

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

### ***Administration of the District's Sanitary Sewer Management Plan (SSMP)***

- Assist District Management on aspects of the SSMP with primary responsibility for the following defined elements within the Sewer System Management Plan.
  - Oversee District's Fat, Oil and Grease (FOG) Control Program
  - Oversee Overflow Emergency Response
  - Oversee Measures and Activities
- Maintain accurate records in relation to the SSMP
- Prepare and submit reports as needed to meet regulatory inquiries and/or requirements
- Provide relevant information and reports to agency management, prepare and implement contingency plans,
- Administer Overflow Emergency Response Plan including Sanitary Sewer Overflow (SSO) responses, investigation and reporting of SSOs, and training field crews on SSO response and reporting.
- Ensure that new and rehabilitated assets meet agency standards,

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- Coordinate with field crews to handle emergencies when contractors are involved.
- Develop schedule for yearly\quarterly\ monthly collection systems maintenance and TV inspections
- Work with Wastewater Lead Operator in setting weekly, monthly and annual maintenance schedule for collections system crews.
- Assist in evaluation of collections system assets.
- Coordinate with contractors in implementing repairs and or maintenance activities
- Recommend specifications for major equipment and material purchases
- Oversee purchases of maintenance supplies and equipment
- Assist in budget preparations
- Assist in short term and long-range planning
- Maintain effective communications and working relations with the general public and government officials
- Plan and recommend information systems upgrades and replacements

## ***Administration of District's Computerized Maintenance Management System (CMMS) and District Maintenance Planning***

- Maintain CMMS program for pump stations, and key collection system components and maintain a proactive maintenance program.
- Maintain current records and accurate inventory regarding collections equipment and facilities, take appropriate actions when new or retired equipment is acquired.
- Review and evaluate the scope of work for each work order and walk down the job as necessary to clearly identify the problem and working conditions.
- Plan the work orders and suborders to include the following information but not limited to:
  - Description of work, methods, special instruction, printed materials, spare-parts list, special tools, equipment, prerequisite activities, technical support, estimated man-hours and estimated durations of work order.
  - Update planning work order status and coordinate scheduling activities.
- Assemble the appropriate work orders to support the approved schedule and deliver to the Wastewater Lead Operator on a regular basis.
- Review previous job histories to develop preplans, time standards and method write-ups for use in planning future work orders.
- Review and establish the spare-parts necessary to maintain equipment (assets). This includes the evaluation of required parts as stock items, inventory levels, recommended reorder quantities, and the assignment of the parts to the (asset) equipment.
- Review and evaluate the quality and completeness of the (asset) equipment information. As appropriate, request or research the additional information to complete this data.
- Maintain current, accurate data and reference information, including CMMS maintenance map. Provide any information regarding needed map updates to the CMMS group (Engineer, Wastewater Operations Manager and software consultant).
- Review equipment history information to identify areas for improvement. These areas may be classified into several types:
  - **Process Improvements** based on changes in procedures, work methods and techniques.
  - **Engineering Improvements** based on new technology, changing technical specifications, and design improvements.
  - **Economic Improvements** based on the need to replace the equipment as an evaluation of ongoing maintenance for repair vs. capital replacement costs.
- Prepare routine reports identifying potential problem areas, recommendations for (asset) equipment overhauls, potential modifications, and other issues.

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- Periodically review work backlog to evaluate work that can be combined or completed in conjunction with other scheduled activities.
- Review completed work orders for history information and future process improvements.
- Perform planning for major equipment overhauls assigned to the planner and provide current scheduling status.
- Compile cost estimates on major equipment repair / overhaul.
- Provide support for developing future year maintenance budgeting.
- Review on a regular basis with the Operations Department on work performance, planning process, post job critiques, back log of work orders, manpower allocations, PM schedules, planned and unplanned work schedules.

## ***Oversight of daily field activities in the collections system***

- Review daily U.S.A. tickets, perform or assign operations team member to do the required markings.
- Organize and track U.S.A. tickets based on type of work to be performed and their status.
- Review maintenance and repair needs of wastewater collection installations and systems and assigns on duty crews as needed.
- Manage repair, root foaming, and CCTV projects being performed for in the collection system.
- Maintain easements and issue notices of easement access blockage.
- Assign/Assist with private sewer lateral inspections and tracking their progress.
- Monitor/schedule maintenance of the districts smart cover system. Recommend changes such as adding more covers and moving the existing covers.

## ***Additional:***

- Respond to emergencies
- On-call duty
- Must be able to hear audio alarm and/or see flashing alarm lights.
- May be required to work in confined spaces.

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## **Minimum Qualifications**

### **Knowledge of:**

- Basic wastewater treatment and collection maintenance principles, methods, and practices.
- Use and operation of a variety of wastewater treatment plant and collection system maintenance equipment
- Safety hazards and appropriate precautions applicable to work assignments.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Preventive maintenance procedures related to wastewater collection systems.
- Preventive maintenance principles and practices; planning methods and tools.
- Information systems (such as CMMS) used for systems/equipment maintenance activities.
- Techniques for training and developing employee skills.
- Practices of coordinating operations with outside agencies.
- Principles and practices of project planning.

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## Ability to:

- Understand and follow oral and written instructions.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Safely perform stops, starts, and isolate equipment as required for repairs following District's lock out – tag out procedures.
- Communicate effectively, verbally and in writing.
- Provide clear and concise instructions and prepare clear and concise reports.
- Exhibit and instill in subordinates a high customer service priority.
- Perform mathematical, statistical and algebraic calculations common to utility service operations. Use databases to create, link, manipulate, analyze and prepare reports and schedule activities; make mathematic calculation, and extract data to support related work efforts.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Observe and follow all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, the Personal Protective Equipment policy, and District Safety Directives.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Obtain NASSCO Certification
- Work on-call, weekends, and holidays as assigned.

## PHYSICAL DEMANDS

Must possess strength, stamina, and mobility in order to work in standard wastewater treatment plant and related facilities, to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. This position involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects of moderate to heavy weight using safe lifting techniques and the proper use of equipment. Examples of potential lifting tasks include moving (not lifting) manhole covers up to 75 lbs., carrying mechanical parts, equipment, and tools up to 50 lbs. and carrying miscellaneous objects such as chemical containers, waste containers, etc. also up to 50 lbs.

## Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: Five years of experience in collections system maintenance which includes at least one year of planning, scheduling and increased leadership responsibilities.
- Education: Equivalent to completion of the 12th grade. College level background in water/wastewater treatment technology preferred.

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- Training: Any training such as, academic courses and certification programs, which are relevant to this job classification.

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## **Licenses and Certificates**

- Must have and maintain a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification within two years.
- Must possess and maintain a valid class C California driver's license. The ability to acquire and maintain a Class B California driver's license with tanker and airbrake endorsements within nine months of start date.
- Must meet all of the requirements to be insured by the District as a condition of employment.
- Must be able to maintain a Transportation Worker Identification Credential (TWIC).
- Must be NASSCO certified within two years of employment start date.