

Mt. View Sanitary District

JOB TITLE: Collections Maintenance Lead

**FLSA: NON-EXEMPT
OCTOBER 2023**

COLLECTIONS MAINTENANCE LEAD

DEFINITION

Under general direction by the Wastewater Operations Manager, plans, schedules, coordinates, and oversees collection system functions and programs, including pump stations. This position performs job planning and resource scheduling of work relating to underground, mechanical, electrical, civil, architectural, and control systems work; oversees the District's Sanitary Sewer Management Plan (SSMP), Source Control Program, Fat, Oil and Grease (FOG) Program, State Water Resources Control Board Statewide General Waste Discharge Requirement (WDR) for sanitary sewer systems, and Sewer Emergency Response Plan (SERP - formerly Overflow Emergency Response Plan); researches, plans, and coordinates a variety of resources for the safe and successful completion of wastewater collection system and pump station 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.

SUPERVISION RECEIVED AND EXERCISED

This position functions independently and receives general direction from the Wastewater Operations Manager.; This position coordinates maintenance activities with the Plant Supervisor and provides lead direction and functional supervision over daily field activities and emergency responses in the collections system and the staff assigned to collection system tasks. This position serves as an operations and maintenance resource to the District.

DISTINGUISHING CHARACTERISTICS

This lead position is responsible for organizing and overseeing all collection system functions and programs and provides functional supervision to staff assigned to collection system work. This position also provides support and assists with wastewater treatment facility operation and maintenance (as needed) programs and supports the District Management Team in overall District Operations as they relate to District Assets.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist District Management on implementation, review and update of the SSMP with primary responsibility for implementing elements within the Sewer System Management Plan and maintaining accurate records in relation to the SSMP.
- Administer the District's source control program; oversee contract; evaluate needs and make recommendations to inspectors; oversee Fat, Oil and Grease (FOG) Program.
- Oversee the Overflow Emergency Response Plan including Sanitary Sewer Overflow (SSO) responses; direct spill cleanup and mitigation; collect representative samples; investigate and report SSOs; train field crews on SSO response and reporting.
- Prepare and submit information and reports to District management and regulatory agencies as needed to meet requests or regulatory requirements.
- Prepare and implement contingency plans.
- Assist in short term and long-range planning.
- Oversee and implement computerized maintenance management systems and programs for pump stations and collection system.
- Plan, develop, and oversee weekly, monthly, and annual preventative maintenance and inspection schedule for collection system; strategize and plan specialty or repair maintenance as needed; perform full range of maintenance, cleaning, and inspection duties.
- Conduct field inspections to review the quality of work performed.
- Review maintenance and repair needs of wastewater collection installations and systems and assigns on duty crews as needed.
- Review previous job histories to develop preplans, time standards and method write-ups for use in planning future work orders.
- 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; update work order status; review completed work orders for history information and future process improvements.
- Periodically review work backlog to evaluate work that can be combined or completed in conjunction with other scheduled activities.
- Manage repair, root foaming, and CCTV projects being performed for in the collection system.
- Coordinate with City or County during repaving or road construction to ensure manholes are adjusted.
- Perform planning for major equipment overhauls assigned to the planner and provide current scheduling status.
- 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.
- Routinely coordinate 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.

- Maintain easements and issue notices of easement access blockage, work with property owners, public agencies, public right of ways, and utilities regarding work within easements.
- Assign/Assist with private sewer lateral inspections and tracking their progress.
- Oversee District's smart cover system; maintain system; evaluate and implement improvements; plan future needs.
- Coordinate with contractors in implementing repairs and or maintenance activities.
- Assist in asset management; ensure that new and rehabilitated assets meet agency standards; maintain current records and accurate inventory regarding collections equipment and facilities, take appropriate actions when new or retired equipment is acquired.
- 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; identify areas for process, engineering, or economic improvement.
- Maintain current, accurate data and reference information, including CMMS maintenance map. Provide any information regarding needed map updates to the CMMS group. (District Engineer, Wastewater Operations Manager, and software consultant).
- Prepare routine reports identifying potential problem areas, recommendations for (asset) equipment overhauls, potential modifications, and other issues.
- Plan and recommend information systems upgrades and replacements.
- Respond to operations, maintenance, and repair emergency situations as required; coordinate with field crews to handle emergencies when contractors are involved.
- on-call duty required with 45 minutes emergency response.
- Recommend specifications for major equipment and material purchases; compile cost estimates on major equipment repair / overhaul; oversee purchases of maintenance supplies and equipment.
- Obtains quotes and proposals, schedules services and deliveries, manages contracts, and generates purchase orders according to policy.
- Make recommendations for and participate in collection system budget development and monitor adherence to the budget.
- Determines and recommends equipment, materials, and staffing needs for collections projects; prepares detailed cost estimates with appropriate justifications, as required.
- Monitors collection system operations and activities of the staff assigned to collection system; identifies opportunities for improving service delivery methods and procedures; provides recommendations for improvements or optimizations; reviews with appropriate management staff; implements improvements.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Maintain effective communications and working relations with the general public and government officials.
- Participate in and attend professional group meetings to stay abreast of regulatory changes to keep District compliant with collections system regulations and policies and keep District Management Team informed.
- Maintains a variety of records and prepares routine reports of work performance.

- Understand and implement all appropriate safety precautions, as required by District safety policies and procedures, Cal/OSHA, and general industry standards; participate in injury and accident investigations.
- Review and resolve customer complaints.
- Standardize procedures and methods, develop Standard Operating Procedures (SOPs), and continuously monitor assigned programs and communicate opportunities for improvement.
- Participate in development and implementation of District goals and policies.
- Perform other duties as assigned.

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, practices, and programs for source control and industrial wastewater pretreatment program and related programs and projects.
- Principles and practices of project planning.

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 calculations, 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.
- Hear audio alarm and/or see flashing alarm lights.
- Work in confined spaces.
- Read, interpret, and work from a variety of maps, blueprints, plans, diagrams, and sketches.
- Work in a team environment as a contributing team member; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; actively support and implement the District's cultural values.

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. Two years of experience in wastewater treatment plant operations, or one year of experience equivalent to Wastewater Treatment Plant Operator I at the District.
- Education: Equivalent to completion of the 12th grade. College level background in water/wastewater treatment technology preferred.
- Training: Any training such as, academic courses and certification programs, which are relevant to this job classification.

Licenses and Certificates

- Must have and maintain a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification within two years.
- Ability to obtain a valid Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within twenty-four months of employment.
- Must possess and maintain a valid class C California driver's license. The ability to acquire and maintain a California Class B 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.

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 the 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 110 lbs., carrying mechanical parts, equipment, and tools up to 75 lbs. and carrying miscellaneous objects such as chemical containers, waste containers, etc. also up to 75 lbs.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

OTHER REQUIREMENTS

Employees of Mt. View Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or their own community.