

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Wastewater Utility Worker III	<b>Job Family:</b> 6
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 20

**Definition:** To provide technical supervision over assigned wastewater system utility personnel; and to perform skilled maintenance work in an assigned area of responsibility such as wastewater maintenance.

**Distinguishing Characteristics:** This is the advanced journey-level class in the Utilities Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties related to area of assignment and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may exercise technical or lead supervision over lower-level positions. Lead responsibility is typically over a three- to four-person crew and is assigned on an ongoing basis.

**Supervision Received and Exercised:** Receives direction from an assigned supervisor; exercises technical supervision over assigned utility personnel.

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

1. Provide technical supervision over assigned wastewater utility personnel; review and control quality of work; prepare and maintain daily roster and logs of activities and provide input into employee evaluations.
2. Assist in development of work plans, procedures, and schedules related to wastewater system maintenance.
3. Assist in obtaining quotes, ordering supplies and equipment for work projects, and maintaining receipts of purchases; may assist in developing budgets for equipment purchases.
4. Perform skilled maintenance, repair, and installation work of wastewater collection system. Monitor and inspect laterals using appropriate equipment (i.e., closed circuit television (CCTV), GPS, etc.) to assess the condition of pipes and identify faulty connections, leaks, cracks, damage, holes, and collapses. Determine maintenance/repair required.

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5. Create, maintain, and store electronic and digital records of sewer lines and storm drains for the Citywide wastewater system.
6. Handle complaints and answer questions from the public.
7. Perform emergency repairs as necessary; establish proper traffic control devices for performing such work.
8. Operate and maintain a variety of heavy equipment such as dump trucks, hydro-flusher, backhoe, front-end loader, and pneumatic tools. Train and certify wastewater staff in the operation of the hydro-flusher.
9. Operate, adjust, maintain, and schedule service for equipment and tools to ensure good working order, including calibrating and testing air-monitoring devices, gas detectors, and SCBA equipment.
10. Participate in cross-departmental projects necessitating assistance with nonwastewater operation projects.
11. Provide information to, and consult with, engineers and staff from outside agencies related to utility installations, including reviewing CCTV footage to assess conditions of sewer lines and storm drains and providing maps showing the location of sewer/storm pipes.
12. Complete monthly SCBA checks; complete SCBA records for masks and air bottle maintenance and schedule service as needed.
13. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of reviewing and evaluating others' work; principles and practices of wastewater collection systems; equipment related to wastewater collection system maintenance; principles and practices of safety related to areas of assignment; trenching and shoring safety practices; State and Federal regulations governing the operation of the wastewater and storm drain collection system; pertinent department or division rules and procedures; pertinent traffic laws related to area of assignment.

Ability to: Assign and review the work of others; operate heavy equipment skillfully and safely; perform complex wastewater system maintenance duties; perform heavy manual labor; use air-quality monitors, gas detectors, and SCBA and ventilating equipment; understand and follow oral and written instruction;

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establish and maintain effective working relationships with those contacted in the course of work; follow established sewer overflow response protocols, including Sewer System Management Plan (SSMP), and support regulatory reporting and/or submission to the California Integrated Water Quality System (CIWQS).

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of responsible wastewater collection experience. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years.

**Required Licenses or Certificates:** Possession of a valid Class B California Driver License with air brake and tank endorsements and a California Water Environment Association (CWEA) Grade 2 Collection System Maintenance Certificate at time of appointment. At time of appointment, completion of training in the following: certifications for 40-Hour Hazardous Waste Operations & Emergency Response (HAZWOPER), Confined Space Entry, Trenching and Excavation Competent Person Training courses, SCBA use and maintenance, and CPR/first aid. Within six months of appointment, complete Trenching and Excavations Competent Person Supervisor Training course.

**Working Conditions:** Preemployment and periodic respiratory examinations may be required for this classification. Requires work in confined spaces using necessary precautions prior to entering confined spaces with potentially hazardous atmospheres. Requires work outdoors in a variety of weather and terrain with or around environmental hazards such as wastewater-borne pathogens. Requires work in areas with potential to be exposed to biohazards.

Established: October 1991

Revised: October 2017

HRD/CLASS SPECS

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