



## **Pebble Beach Community Services District**

### **JOB DESCRIPTION**

#### **MAINTENANCE WORKER I - II**

##### **DEFINITION**

Under direct supervision, a Maintenance Worker learns, performs, or assists a variety of manual labor and skilled work involving maintenance, repair, installation, construction, and inspection of sewer collection and recycled water distribution system lines, pump stations, storage facilities and appurtenances; performs related maintenance work as required.

##### **DISTINGUISHING CHARACTERISTICS**

Maintenance Worker I is an entry-level classification in the wastewater maintenance series of related job classifications. Maintenance Worker II is a journey-level classification and is distinguished from the Maintenance Worker I classification due to requirement to have previous experience and knowledge of the fundamentals of construction, maintenance, inspection and repair of sewer and recycled water distribution systems. This experience and knowledge is usually gained through the Maintenance Worker I classification. The Maintenance Worker II is also distinguished from the Maintenance Technician classification which has primary journey-level assignments in operating and maintaining pump stations. Primary assignments of a Maintenance Worker II continue to be in operation and maintenance of sewer collection and reclaimed water distribution systems lines, with secondary assignments to assist Maintenance Technicians in pump stations operation and maintenance. If proficiency is gained, pump stations assignments may become more varied and difficult with decreasing supervision in more routine tasks.

##### **DESCRIPTION OF ESSENTIAL DUTIES**

- Assists in inspecting, cleaning, maintaining and repairing collection system lines using a variety of electrical, hydraulic, mechanical and hand-operated equipment including rodding machines, high velocity cleaners and similar equipment. Assists in trouble-shooting and performing emergency work on sewer lines and appurtenances.
- Operates heavy and special equipment, including a crane truck, dump truck, high pressure sewer line cleaning truck, and backhoe to perform maintenance and construction work on sewer lines and appurtenances, including manholes, risers, backflow valves, pipe sections and sewer laterals.
- Assists in television inspection of sewer lines to determine their condition in order to schedule portions of the District's lines for cleaning, repair or replacement. Transports and connects large portable trailer-mounted generators to pump stations and monitors their operations.
- Under direction of Maintenance Technicians, learns and assists in routine pump station maintenance tasks, including inspections of pumps, recording data from meters and gauges, and releasing air pressure.
- On a rotational basis, is assigned backup standby duty to assist in responses to service calls and

telemetry alarms after normal business hours. As proficiency is gained, may sometimes be assigned to primary standby status for call-outs on line maintenance problems and routine telemetry alarms from pump stations. Must be able to respond to emergency situation within 30 minutes.

- Learns and applies knowledge of all District drainage basins and location and flow characteristics of gravity main lines, force mains, pump stations and interceptors.
- Performs a variety of manual tasks such as cutting back brush, trees, shrubs and grass on and around off-road easements, pump stations and other appurtenant facilities
- Assists in preparing work sites, transports required tools to the work site, loads and unloads materials, equipment and materials; and returns tools and equipment to proper storage sites.
- Performs basic buildings and grounds maintenance at District pump stations and other facilities
- Checks for sewer line backups and learns how to initiate or take corrective actions to clear main sewer lines.
- Inspects vehicles and performs basic preventive maintenance to ensure a safe operating condition. Arranges for maintenance by others as required.
- Participates in the District safety program by learning, observing and implementing proper safety precautions, rules, regulations, and practices at all work sites. Conducts traffic control measures and other safety tasks at work sites on roads and adheres to safe work procedures to move traffic safely and efficiently around work sites.
- Assists in responses to public service requests and inquiries, acts in a courteous manner and provides information within assigned responsibilities.
- Maintains basic records, such as daily work production, use charts for reclaimed water meters, Underground Service Alert inspection forms, pre-trip inspection forms, service requests and other daily work forms.

### **GENERAL QUALIFICATIONS**

**Education and Experience:** No previous knowledge or experience of sewer collection or recycled water distribution systems is required for Maintenance Worker I. Any combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying. Maintenance Worker II requires two years of related experience.

**Licenses, Certificates or Credentials:** Must attain the following:

1. Possess a valid Class C California driver's license and, within six months from date of employment, obtain and maintain at all times a valid Class B California driver's license.
2. For Maintenance Worker I, pass the California Water Environment Association ("CWEA") examination for certification in Wastewater Collection System Maintenance, Grade I, by no later than the first test offered following one year of employment with the District. An employee who does not meet this requirement will be dismissed unless the employee's supervisor recommends a temporary extension of time be allowed to achieve the requirement.
3. For Maintenance Worker II, possession of a CWEA Grade II certification in Wastewater Collection System Maintenance is highly desirable. It is the employee's responsibility to make timely application to CWEA for biannual renewal of the certification.
4. Obtain a First Aid and CPR certificate from the American Heart Association or the

District Fire Department within six months.

**Knowledge** of the common tools, equipment, and materials used in repair, installation and construction of public works; safe working practices; and basic mathematics used in collection system maintenance and operations.

**Skill** or aptitude to develop skill to operate heavy and specialized equipment, including electric, hydraulic, mechanical and hand-operated devices used in performing preventive sewer line maintenance and construction.

**Ability** to understand and carry out oral and written directions; maintain routine records; establish and maintain cooperative working relationships with other District staff; communicate verbally in English about work with other crew members and supervisory staff. Maintain a level of physical strength and dexterity sufficient to perform heavy manual labor and physically controlling heavy materials and equipment, guiding and retrieving heavy-duty line cleaning hose, and entering and exiting underground pump stations and a large recycled water storage tank and open reservoir. Also, have the ability to learn to read and use Collection System maps and plans depicting lines, pump stations, drainage basins and appurtenant facilities.

**Other Requirements:**

1. Have and maintain a satisfactory driving record, and be insurable by the District for operation of District vehicles.
2. Must be willing to work overtime, to serve on rotational on-call shift assignments after normal business hours and be able to respond to emergency or urgent service calls within 30 minutes.
3. Possess physical characteristics to perform the essential duties of the classification, including sufficient strength to lift and carry a 50-pound sack of concrete, materials and tools weighing a comparable amount. Must also maintain a level of physical fitness sufficient to regularly and safely enter and exit underground pump stations, high-step work vehicles, manholes, vaults, a large water storage tank, steep reservoir embankments and off-road easements.
4. Must be willing to work in cramped, enclosed places, some of which are designated as confined spaces, sometimes in awkward positions and in a wastewater environment which may include exposure to raw sewage and sometimes toxic wastes and gases.
5. Must be willing to work outdoors and during inclement weather conditions.
6. Must be sufficiently clean-shaven to maintain a facial seal when wearing pressurized self-contained breathing apparatus or other mandatory required respiratory protection equipment. Employee hair must either be cut or physically constrained to avoid exposure to moving parts of machinery, equipment or tools.

Approved by General Manager: 9/18/20

Approved by Board of Directors: 9/25/20