

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WASTEWATER COLLECTIONS SYSTEM COORDINATOR**

GRADE LEVEL: E15

SUPERVISOR TITLE: Water Reclamation Manager

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA








DEFINITION

Under general supervision, to schedule, coordinate, monitor and report sewer and storm drain system maintenance and repair activities, pretreatment inspection activities, onsite wastewater treatment facility inspections and to do related work as required.

CLASS CHARACTERISTICS

This is a full first line lead classification with responsibility for organizing and assigning duties; evaluating results; Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Lead and participate in a wide range of wastewater collection, onsite wastewater treatment systems (OWTS) and reclamation plant maintenance activities; establish work methods and procedures; assign duties and evaluate results
-  Recommend, implement and ensure compliance with operational policies and procedures
-  Assist in developing and administering the assigned budget; recommend expenditures for equipment, materials, and staffing
-  Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues
-  Respond to and resolve difficult and complex citizen inquiries and complaints
-  Plan and schedule maintenance, construction, and collection projects
-  Prepare work scopes and solicit bids from service suppliers

- ✎ Communicate the status of repair and construction projects to management
- ✎ Maintain all District wastewater collection equipment
- ✎ Enforce compliance with the Rancho California Water District Health and Safety Manual policies and procedures
- ✎ Guide and direct on-site projects to ensure compliance with District and other regulatory agencies' safety standards and requirements
- ✎ Lead collections staff in the inspection of grease and oil interceptors as required by the District wastewater pretreatment & inspection program
- ✎ Lead collections staff in the inspection of septic tanks and sewage dump stations as required at the Vail Lake RV Resort facility
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
- ✎ Utilize the ERP software system to generate and track purchase orders and to record and approve time sheets
- ✎ Respond to emergencies involving plant equipment failure or chemical leaks
- ✎ Respond to sewer spills or other emergencies within the Districts / SRRRA collection system and Vail Lake RV Resort systems.
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Plumbing, pipefitting, pumping equipment, electrical systems, plant engineering, coatings and materials and report writing; standard wastewater collection system operations and basic arithmetic
- ✎ Practices and principles of water reclamation plant and wastewater collection system operations and maintenance
- ✎ Basic principles of employee supervision including training
- ✎ Basic SCADA operation
- ✎ District's Safety, Health and Environmental policies

Ability to:

- ✎ Supervise and participate in a full range of wastewater collections and plant equipment maintenance services
- ✎ Select, supervise, and train assigned staff
- ✎ Gain cooperation through discussion and persuasion
- ✎ Operate heavy equipment including, jack hammer, dump truck, loader, backhoe, boom truck, vactor truck, forklift, bobtail truck, bulldozer, and water pumps
- ✎ Interpret and apply laws, codes and regulations, policies and procedures
- ✎ Analyze and solve complex problems
- ✎ Observe and interpret situations
- ✎ Deal with changing, intensive deadlines
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Operate and maintain wastewater system pumps, valves and motors
- ✎ Read and interpret blueprints

- ✎ Troubleshoot mechanical problems and provide effective solutions
- ✎ Operate specialized equipment including but not limited to; sewer cleaning and video inspection equipment, toxic gas detectors and man-lifts

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of experience and training. A typical example is:

Experience: Four (4) or more years of increasingly responsible experience in collections system maintenance and repair services. Supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team) desirable.

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform the assigned duties; supplemented by specialized trade school training in pump maintenance/repair and or collections.

Licenses and Certificates:

- ✎ Grade III Wastewater Collection Systems Maintenance Certificate, required
- ✎ Forklift, , Confined Space Entry, and Haz-Mat Tech OSHA 1910.120 certifications, required or obtain within one (1) year
- ✎ California class B driver's license with Tanker and Airbrake endorsements, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ May be required to work nights, weekends and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management
- ✎ Must reside within a 30-minute emergency response time to the District boundary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date