

# JOB DESCRIPTION

Coachella Valley Water District

Date: November 2006

**TITLE:** Collection Systems Trainee

**SECTION:** Sanitation

**DEPARTMENT:** Operations

**SRN:** 14

## **REPORTING RELATIONSHIP:**

Reports to: Collection Systems Crew Chief

Supervises the following positions: Not applicable

**DEFINITION:** Under immediate supervision, learns and performs installations, maintenance, and repairs of the District's Collection Systems. Performs related duties as required.

## **ESSENTIAL FUNCTIONS:**

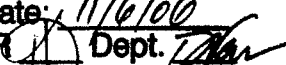

1. Assists collection system personnel in the maintenance and repair on wet wells, manholes, grease traps, and collection lines.
2. Learns to and installs collection lines and related laterals.
3. Learns to and conduct sewer line inspections using TV camera or smoke test.
4. Excavate trenches to line and grade and perform repairs to old pipe, couplings and fittings.
5. Reads plat sheet books to locate District sanitation collection system sites.
6. May learn to enter data or perform research on a computer.
7. Learns to and install, inspect and repair wastewater flow metering equipment.
8. Prepares and maintains accurate records, logs and reports.
9. Operates a variety of hand tools, power tools and equipment including equipment used in the roach control program.
10. Follows District safety policy and procedures. Provides traffic control when necessary.

## **MINIMUM QUALIFICATIONS:**

License or certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

### **AND**

Within 24 months of position appointment, obtain a Collection Systems certificate Grade I from the California Water Environment Association.

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HR  Dept. 

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## MINIMUM QUALIFICATIONS (Cont.):

Failure to obtain and maintain required certifications may influence employment or job classification.

Education and Experience: High School diploma or equivalent is required. Any combination of training and experience that would meet the minimum qualifications is qualifying. An example of experience would be at least one year of basic plumbing duties.

Knowledge:

- Collection systems tools and how they operate.
- Purposes and uses of a variety of heavy equipment
- Basic principles and practices of the operation of a collections system
- Tools including power tools and the proper use of those tools.
- Area geography.
- District policies and procedures.
- Safe working practices and procedures.

Abilities:

- Implement methods and practices of collection system operation.
- Perform a variety of skilled and semi skilled maintenance and operation tasks
- Understand and carry out oral and written instruction.
- Operate a variety of hand tools and equipment safely.
- Establish and maintain good working relationships
- Maintain accurate records and reports.

## PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites. Will use two-way radio to communicate to supervisor and supervisory control.
2. Will work in extreme weather conditions including heat and rain. May work with chemicals, fumes, vapors, dust and exhaust. Also will work in heavy traffic.
3. Lift and carry collection system equipment over rough terrain.
4. Will work standby and overtime when required.

See Human Resources for physical assessment form.

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Job Description  
Date: 11/6/00  
HR: [Signature] Dept. [Signature]