



STEGE SANITARY DISTRICT

District Manager/Engineer:
Rex Delizo, P.E.

District Counsel:
Kristopher Kokotaylo

Board of Directors:
Juliet Christian-Smith
Paul Gilbert-Snyder
Dwight Merrill
Alan C. Miller
Beatrice R. O'Keefe

Invites applications for the position of: Collection System Worker (I)

SALARY: \$5,216 – \$6,730 Monthly
Opening DATE: 11/09/2020
FINAL FILING DATE: 12/07/2020

THE POSTION:

Stege Sanitary District is seeking a Collection System Worker (1). This position will report to the Collections System Maintenance Superintendent. Duties include preventative sewer maintenance of the sewage collections system as part of a team. The position requires a valid Class B California Driver's License with airbrake and tanker endorsement.

For the complete job description check www.stegesan.org

Typical duties include, but are not limited to, the following:

- Perform a variety of preventative sewer maintenance activities on the sewage collection system utilizing heavy equipment and power tools including a sewer rodder, hydraulic jetter, sewer vacuum system, and video inspection unit
- Inspect sewer collection lines for stoppages or damage and maintain sewage pump stations
- Understand and interpret sewer system maps
- Set up traffic control devices
- Continuous heavy labor and moving and positioning equipment weighing up to 150 lbs., such as manhole covers
- Steep climbing and continuous walking, bending and crouching/kneeling
- Being on standby after normal business hours and weekends for a minimum of 7 days per month

MINIMUM QUALIFICATIONS:

A combination of experience and education that provides the required knowledge and abilities as follows:

Experience: Two (2) years of total experience performing maintenance work, preferably in a sewage collection system utilizing heavy equipment and power tools.

Education: High School diploma or equivalent.

Licenses and Certifications: Valid California class “B” drivers license with airbrake and tanker endorsement in compliance with Stege driving standards. A maintenance Grade I certificate issued by the California Water Environment Association (CWEA) is required within a 1-year period or two testing dates from the date of employment.

Selection Procedure: Applicants interested in applying for this position must submit a completed District application with a current DMV driving history printout. A resume may be attached but is not a substitute for a completed application. Responses of “See resume” will **not** be considered. A screening committee will evaluate the qualifications of each candidate who has met the minimum requirements for this position. The most qualified candidates will be invited to participate in the examination process. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process and the decision of the screening committee is final. All applicants will be notified of the results. Successful candidate(s) must pass a pre-employment physical and drug testing to be considered for appointment.

NOTE: This information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668

Approved By: District Manager
Date: 8/23/2018

JOB DESCRIPTION

COLLECTION SYSTEM WORKER (I, II, III)

DEFINITION

Under general supervision of the Collections System Maintenance Superintendent the collection system worker will perform duties that include preventative sewer maintenance on the sewage collection system as part of a team. The position requires a valid Class B California Driver's License with airbrake and tanker endorsement.

SUPERVISION EXERCISED

May periodically supervise other CSW staff in maintenance activities. Carries out any supervisory responsibilities in accordance with the District's policies, procedures, and applicable laws.

IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of preventative sewer maintenance activities on the sewage collection system utilizing heavy equipment and power tools.
- Remove debris and heavy materials from manholes, and assist in the maintenance of manholes and pipelines using specialized equipment including sewer rodder, hydraulic jetter, sewer vacuum system and video inspection unit.
- Inspect sewer collection lines for stoppages or damage and maintain sewage pump stations.
- Understand and interpret sewer system maps.
- Set up traffic control devices.
- Continuous heavy labor and moving and positioning equipment weighing up to 150 lbs., such as manhole covers.
- Ascend/descend steep, uneven and narrow surfaces and continuously move and positioning self in and around sewer systems.
- Being on standby after normal business hours and weekends for a minimum of 7 days per month.
- Maintain simple written records and reports.
- Test and monitor manholes for dangerous gases and use proper safety precautions when entering underground areas; repair pressure hoses; pull hoses up and down hills, over fences and through front or backyards in the process of performing maintenance.
- Perform emergency work on sewer lines and appurtenances.
- Work within District safety guidelines.
- Mark locations of underground sewer systems as related to underground service alert notifications as assigned.

OTHER JOB RELATED DUTIES

- Maintain sewer pipes of various sizes.
- Assist in television inspection of sewer lines to schedule portions of the District's sewer lines for cleaning, repair or replacement.
- Assist in preparing work sites and transporting required tools and equipment to the work site and returning to proper place upon completion.
- Respond to questions from the public; set up traffic safety devices at work sites.
- Establish positive working relationships with the District management and staff, other agencies and the public.
- Observe manhole covers for overflow, rattling and odor conditions while driving to and from work assignments.
- Perform other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.

Skill to:

- Operate a motor vehicle safely.
- Operate a variety of power driven equipment and sewer cleaning machines.
- Operate common hand and power tools.
- Operate equipment used in sewer maintenance, cleaning and inspection.

Ability to:

- Perform heavy manual labor; ascend/descend fences, and move hoses uphill and downhill.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Understand and interpret street maps.
- Understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Safely and effectively operate tools and equipment used in the maintenance and repair of sewer collection systems and related facilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Two (2) years of total experience performing maintenance work, preferably in sewage collection system utilizing heavy equipment and power tools.

Education: High School diploma or equivalent.

Licenses and Certifications: Valid California class "B" drivers license with airbrake and tanker endorsement and compliance with Stege driving standards. Continued maintenance of the valid Class B California Driver's License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District's insurance program, are conditions of continuing employment.

Possession of, or ability to obtain, within a one (1) year period or two testing dates of appointment, a Grade I,II,III level certificate in Collection System Maintenance issued by the California Water Environment Association.

This position is subject to the requirements of the Department of Transportation (DOT) Regulations for random drug and alcohol testing.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must pass both a commercial driver's license physical, pre-work screen test and a respiratory protection medical examination.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently move and position objects weighing up to 150 pounds, such as manhole covers. Incumbents must ascend/descend ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions. The noise level in the work environment is usually loud.

**STEGE SANITARY DISTRICT
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

INSTRUCTIONS:

Please fill out this application completely on both sides. If you need more space, attach a separate sheet. Please print or type and return application to address listed below.

RETURN TO:

STEGE SANITARY DISTRICT

7500 Schmidt Lane, El Cerrito, CA 94530 • Phone: (510) 524-4668

Print or Type
Name:

_____ (Last) _____ (First) _____ (Middle)

Address:

_____ (Number) _____ (Street) _____ (City) _____ (State) _____ (Zip)

Home Phone () _____ Business Phone () _____ Social Security No: - -

Are you over eighteen years of age? Yes [] No []
 If hired, can you furnish proof of age? Yes [] No []
 Have you ever worked for Stege Sanitary District? Yes [] No []
 Do you now or have you ever had any relatives employed by Stege Sanitary District Yes [] No [] If yes, name: _____
 Are you either a U.S. citizen or an alien authorized to work in the United States? Yes [] No []

Driver's License No. _____
 State _____ Exp. Date _____
NOTE: Attach current copy of driving record from DMV

Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations?
 (Job description attached)
 Yes [] No [] If necessary, please indicate what type(s) of reasonable accommodations are needed.: _____

LICENSES AND CERTIFICATIONS:

- California Water Environment Association (CWEA)
 Collection System Operator Certification: Grade: _____ Certification No: _____ Issue Date: _____
- Other: _____ Grade: _____ Certification No: _____ Issue Date: _____

EDUCATION	Name and Location of School	No. Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS (List below last five employers, starting with last on the first line.)				
Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

Have you ever been dismissed or asked to resign from any job? Yes [] No []

If Yes, please explain the circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes [] No []

If No, please explain: _____

Have you ever used another name? Yes [] No []

Is there any additional information relative to change of name, use of an assumed name or nickname, which may be necessary to enable a check on your work and educational record? Yes [] No []

If Yes, please explain: _____

PREVIOUS EXPERIENCE: Please indicate any actual experience, special training and qualifications that you feel are relevant to the position for which you are applying. _____

REFERENCES (Give the names of three persons not related to you, whom you have known at least one year.)			
Name	Address	Business	Years Acquainted
1.			
2.			
3.			

“I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE REJECTION OF MY APPLICATION, OR THE TERMINATION OF MY EMPLOYMENT IF DISCOVERED AFTER I HAVE BEEN HIRED.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

Date: _____ Signature: _____

This application does not establish a contract and does no way imply a contractual relationship