



**CITY OF EL MONTE
HUMAN RESOURCES DEPARTMENT
Job Opportunity**



POSTING DATE: June 18, 2012

EXAM NUMBER
09 -2012

**Wastewater Maintenance II
(Full Time)**

(Open and Promotional)

Open to the Public and Current City of El Monte Employees

This position is in the Public Works Maintenance Division. The position is represented by the Service Employees International Union (SEIU), Local 721 and is covered by the overtime provisions of the Fair Labor Standards Act.

Under general supervision, cleans and performs repairs and maintenance on wastewater collection system and related equipment; performs related duties as required. Employee will be required to work swing and graveyard shifts.

FILING DATE

Beginning Monday, June 18, 2012, through Wednesday, June 27, 2012, 5:30 p.m. **Only the first 50 applications will be accepted. This position may close at any time without notice.**

SALARY

\$ 3,687 – \$4,481 Per Month

REQUIREMENTS

Applicant must possess a high school diploma or GED equivalent.

Must have supplemental specialized training in wastewater collection system maintenance.

Three (3) years experience performing a variety of field maintenance, repair, equipment operation, and construction in the wastewater field.

Must possess a valid Class A California Driver's License with Tanker Endorsement.

Must possess a valid Commercial Motor Vehicle (CMV) Medical Card.

Must obtain a Grade II Collection System Certification from the California Water Environment Association; or have three (3) years full-time experience in wastewater collection and must acquire a Grade II Collection System Certification from the California Water Environment Association within eighteen (18) months of employment.

MINIMUM
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Ability To:

- Learn to operate a wide variety of specialized equipment and tools used in wastewater collection maintenance and repair in a safe and effective manner, including trenching and excavating equipment.
- Perform manual labor for extended periods of time.
- Operate modern office equipment including computers equipment and software.
- Operate a motor vehicle safely
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Learn operational characteristics of specialized wastewater collection equipment.
- Learn materials, methods, practices, and equipment used in wastewater collection systems maintenance and repair.
- Learn occupational hazards and standards safety precautions necessary in maintenance and repair work.
- Learn methods of sewer entrance and inspection.
- Learn to read, interpret, and to apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships, teamwork, and cooperation with those contacted in the course of work.

<p>ADDITIONAL REQUIREMENTS</p>	<p><u>Knowledge of :</u></p> <ul style="list-style-type: none"> • Proper use and maintenance of tools and equipment, including the operational characteristics of light and moderately heavy equipment. • Basic computer skills. • Methods, techniques, and tools used in the construction, maintenance, and repair of sanitary sewers. • Safe driving principles and practices. <p>Instructions for Completing your Application: The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. In the License or Certificate Section of your application, be sure to give Title of Registration, Number, Issue Date, Date of Expiration, and Name of Issuing Agency. Please attach to your Application a copy of any/all of the above-listed required Licenses/Certificates (excluding Driver License.)</p>
<p>EXAMINATION INFORMATION</p>	<p>The City will use the following testing procedures and weights: oral interview weighted 100%.</p>
<p>ELIGIBLE INFORMATION</p>	<p>The names of candidates receiving a passing score in the examination will be placed in one (1) of three (3) Bands on the Eligibility List. The names will be placed in alphabetical order within each Band. The Eligibility List will be valid for a period of twelve (12) months from the date the List is posted.</p>
<p>ESSENTIAL JOB FUNCTIONS</p>	<p><u>Essential Duties include the following (other duties may be assigned):</u></p> <ul style="list-style-type: none"> • Participate in video inspection, condition assessment, flushing, and rodding of the sewer system. • Participate in the maintenance, repair, and construction of sewer lines, pump stations, and manholes. • Ensure safe work practices are followed; instruct crews in proper work procedures and use of safety equipment • Prepare a variety of reports and records including route records, work orders, equipment and vehicle usage logs, and other related documents. • Provide lead supervision and training to lower ranking staff. • Exercise technical and functional supervision over lower ranking staff. • Maintain sewers and wastewater equipment in operating order by inspecting, removing, repairing, and replacing malfunctioning parts and sections. • Inspect and clean the interiors of sewers and pump stations; conducts routine tests of sewer pipes; cuts and removes roots, grease, and other obstacles from sewers. • Inspect manhole covers and manholes. • Spray, cut, and pull weeds; trims shrubs as necessary. • Read and interpret collection system maps to determine basic flow characteristics and construction details. • Participate in the containment and cleanup of spills emanating from the collection system; participate in fact gathering to respond to liability claims. • Read maps, blueprints, and instructions in establishing routes and work schedules. • Maintain simple records and logs; complete reports as necessary. • Set up traffic barricades and control equipment. • Observe safety precautions regarding traffic control, sewer entrance, trenching, excavating and power equipment operation. • Operate a variety of specialized vehicles, tools, and equipment used in the maintenance and repair of wastewater collection systems. • Respond to emergency sewer calls.
<p>PHYSICAL DEMANDS</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift up to 50 lbs., and wear protective apparel.</p>
<p>WORK ENVIRONMENT</p>	<p>The work environment characteristics 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. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. Exposure to heat, noise, outdoors, vibration, confined work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations; availability for on-call, standby, and emergency calls; must be able to respond to emergency calls within a specified time when participating in the emergency standby program.</p>