



# Montecito Sanitary District

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## THE DISTRICT

The Montecito Sanitary District employs 18 full-time staff members responsible for the collection, treatment and disposal of wastewater in the Montecito community.

### *Mission Statement*

A community service commitment to protect public health and safety and to preserve the natural environment through the collection, treatment and disposal of wastewater in the most cost-effective way possible.

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## THE POSITION

### COLLECTIONS OPERATOR IV

**SALARY RANGE: \$82,617.60 - \$100,422.40**

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## RESPONSIBILITIES

This position is responsible for protecting public health, the environment, and the District's Waste Water Treatment Plant by ensuring that all the lift stations, collection lines and manholes are maintained correctly to prevent sewage spills, and to minimize Inflow and Infiltration.

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## QUALIFICATIONS & STANDARDS

### LICENSES, CERTIFICATIONS, SPECIAL REQUIREMENTS

Grade IV CWEA Certificate in Collections Maintenance, Grade 1 or higher CWEA Certificate in Mechanical Maintenance. California Class B Driver License with tanker endorsement.

### EDUCATION & EXPERIENCE

**Required:** High School diploma, and minimum 4 yrs. related experience in Wastewater Collection environment while holding a CWEA grade IV Collections Maintenance certificate.

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## DUTIES

1. Operates a TV inspection van/truck to monitor collection lines to detect and identify problems, such as roots or pipe defects, which may cause sewage spills or allow inflow or infiltration which helps minimize the impact to the treatment plant or lift stations.
2. Performs preventive maintenance by cleaning lines, and inspecting with TV camera to monitor and prevent future problems.
3. Operates pickup truck, water truck, cleaner/vacuum, and TV van in order to clean, and monitor all system lines for a mandatory condition assessment.

4. Participates in weekly staff meetings with Operations, Maintenance & Collections personnel to review work status of assignments, problems to address, and completion of projects.
5. Provides customer service to address complaints such as odors, homeowner lateral or cleanout problems. Identifies location of the problem, performs troubleshooting and makes the appropriate suggestions.
6. Coordinates and inspects outside contractors who perform repair work on districts collection lines and manholes or new private lateral connections when supervisor is absent.
7. Implements policies and procedures Ensures District policies are followed out in the field.
8. Investigates new equipment and makes recommendations for purchase.
9. Enters daily information into computer database to record status of District's collection system, preventive maintenance and repairs completed.
10. Acts as a data submitter to report private and public SSO's on CWIQS reporting platform.
11. Rotates afterhours on-call duties on a weekly rotation or as needed by District.
12. Assists Operations or Maintenance staff on special projects or circumstances as needed by District.
13. Performs other tasks or projects as assigned by supervisor.

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## **KNOWLEDGE/SKILLS/ABILITIES:**

**General:** Ability to prioritize, organize, solve problems, and complete tasks independently; ability to follow verbal and written instructions and to accept constructive criticism.

**Technical:** Must have general knowledge of environmental requirements for waste water Collections systems. Requires the ability to use a variety of tools and equipment, including pickup trucks, water trucks, cleaner/vacuum equipment, TV inspection truck.

**Mathematical:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Communication:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of the organization. Ability to read, write, and speak English.

**Computer:** Ability to effectively use computer software programs, preferably MS Office applications, including MS Word, Excel, and Outlook.

**Reasoning:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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## **PHYSICAL AND ENVIRONMENTAL ELEMENTS:**

**Physical demands:** Ability to stand, walk, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms for long periods of time (over 2/3 of an 8-hour shift). Ability to sit, for up to 1/2 of an 8-hour shift. Ability to talk and hear and to taste and smell continuously. Ability to lift up to 100 pounds frequently throughout an 8-hour shift, including manhole covers and heavy equipment. Finger dexterity is required for most of an 8-hour shift. Must be able to use a jackhammer periodically. Must be able to meet requirements of confined space entry program, including use of self-contained breathing apparatus and purified air masks and harnesses.

**Vision:** Ability to see at close range (20 inches or less) at a distance (20 feet or more), ability to identify and distinguish colors, ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point, and 3-dimensional vision, with the ability to judge distances and spatial relationships, ability to adjust the eye to bring an object into sharp focus.

**Work Environment:** Will be subjected to loud noises on a continuous basis. Will frequently be required to work near moving mechanical parts and vibration, and continuously work in outdoor weather conditions, subject to hot and cold environment. Will frequently work in wet or humid conditions and confined spaces. Will frequently be required to work on roadways performing routine cleaning, maintenance CCTV or flagging duties.