### **SANITATION SPECIALIST**

### **Definition:**

Under general supervision performs maintenance and flow inspections of the City sewer system for conformance to prescribed sanitary standards; investigates citizen complaints regarding sewers and sewage; inspects contract work to ensure contract compliance and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Investigates and reviews citizen complaints regarding all sanitation matters and recommends resolution.

Inspects sewers for proper sanitary conditions.

Administers the sewer cleaning contract.

Prioritizes and schedules areas to be cleaned and determines methods to be used.

Inspects work in progress.

Investigates claims filed against the City on sanitation-related matters.

Assists in developing the City's sewer/lateral line policy.

Provides reports and testimony for legal action as required.

Makes recommendations regarding contract sewer work.

Coordinates work with sewer contractors and other City divisions/departments.

Prepares reports and maps and maintains records.

Lifts and moves sewer cleaning tools and related equipment weighing 60 pounds or less.

Operates a variety of power tools and equipment related to sewer cleaning.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

### Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Directs individuals or crews as assigned.

#### **Class Characteristics:**

Sanitation Specialist is a single incumbent position in the Maintenance Services Department with duties related specifically to sanitary inspections and maintenance inspections of the City's sewer system.

### **Contacts and Relationships:**

The Sanitation Specialist has substantial contact with the public regarding sewer problems. The majority of this public contact occurs with citizens under stressful circumstances. Other contact is established and maintained with Maintenance Services Department staff, employees in other City departments and sewer/maintenance contractors.

### **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

# Knowledge of:

Applicable sanitation codes and ordinances.

Contract administration as it relates to area assigned.

Applicable health/safety codes and requirements.

Safety precautions and practices necessary when working with hand and power equipment.

Safety principles regarding public streets, traffic control and rights of way.

Sewer inspection methods.

Proper sewer cleaning procedures and related equipment.

Legal procedures involved in the enforcement of codes and ordinances.

Basic math.

Computer applications as they relate to areas assigned.

#### **AND**

### **Ability to:**

Read and interpret maps, blueprints, plans and specifications.

Plan and organize work.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Physically inspect sewers and operate job related equipment.

Maintain records and logs of activity and prepare reports.

Understand and carry out oral and written instructions independently.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Meet and deal effectively with angry citizens.

Use a personal computer and applicable software.

# A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

**Experience:** 

Three years of responsible experience in a sanitation-related trade to include one year of lead worker level experience and some contract

administration associated

administration experience.

### **Special Requirements:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs to include overtime and emergency call back.

Must obtain an appropriate Qualified Applicator's Certificate issued by a source acceptable to the Maintenance Services Department within six months of appointment to the position.

### Other:

Valid and appropriate Water Treatment and/or Distribution Operator Certificates preferred but not required.

# Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors and in and around sewers. When work is performed outdoors there is full exposure to the elements. When work is performed in a sewer, the incumbent will be exposed to damp and wet conditions and confined spaces. The incumbent stands and walks on level and uneven/slippery surfaces, kneels, crouches, climbs ladders and inclines, twists, crawls, bends, pushes, pulls, reaches, grasps, lifts and carries items weighing 60 pounds or less and operates hand and power tools. The incumbent drives a vehicle on City business and may be exposed to noise, vehicular traffic, grease/oil, solvents, chemicals, dust, fumes and electrical and mechanical hazards. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed. This position requires sufficient color vision for dye tracing.

Fair Labor Standards Act Designation: Non-exempt.

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