



ROSS VALLEY SANITARY DISTRICT
2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
CCTV Lead Operator	Range 23: \$6,112-\$7,801/month (FY11-12)	July 1, 2011	2.1
NOTES	The CCTV Lead Operator position was created and approved on October 28, 2009. This position is responsible for performing a variety of tasks related to the Closed-Circuit Televising (CCTV) of the District's wastewater collection system and related appurtenances.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

RVSD is recruiting to find a highly-motivated individual who will serve under the general supervision of the Inspection Superintendent. Qualified applicants for this position will direct, lead, and personally perform a variety of tasks related to the Closed-Circuit Televising (CCTV) of the District's wastewater collection system and related appurtenances. They will be responsible for regularly leading a crew(s), performing a variety of functions, and technical tasks relevant to CCTV operations and responsibilities. The most desirable candidate will possess at the time of application the knowledge and understanding needed to use CCTV equipment and other heavy equipment, vehicles, power tools, and hand tools utilized in the televising, maintenance, cleaning and repair of the District's wastewater collection system. The successful candidate will be expected to understand the purpose, method and use of safety equipment and safe working practices and procedures.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Direct and perform all tasks related to the televising and cleaning of the District's wastewater collection system and related appurtenances.
- Accurately observe, record and document conditions and report observations.
- Personally operate and train others in the use and maintenance of CCTV equipment.
- Trouble-shoot equipment malfunctions/problems.
- Read and interpret maps, construction drawings, and blueprints.
- Knowledge of the locations of streets in the District, and locations and characteristics of the sewer collection system and related appurtenances.
- Skillfully use a personal computer in a highly technical environment, use different computer programs and databases, and use of other office equipment.
- Recognize and deal with hazards encountered in the course of work.
- Work evenings, weekends, holidays, and standby as assigned.
- Other duties as necessary and/or directed.

Special abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships.
- Understand and accurately carry out written and oral instructions.
- Take coaching, instruction and feedback with a cooperative and positive attitude.
- Work in a changing and occasionally extreme field environment, and standard office environment.

EDUCATION/EXPERIENCE REQUIREMENTS

Equivalent of a twelfth grade diploma or GED. Completion of college level courses in related fields, or a college diploma are highly desired.

Four years of experience in a related field, or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain a NASSCO Pipeline Assessment and Certification Program (PACP) Certificate within six months of appointment.

Must possess a valid Grade III Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA) within two years of employment.

Must possess a valid California Motor Vehicle Class A Driver's License within one year of employment.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting, Standing, Walking
- Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb
- Lifting up to 50 pounds
- Be able to distinguish color
- Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials
- Both large and fine hand movements
- Basic supervisory and communication techniques.
- Operate passenger vehicles occasionally
- Be able to work in an office/field environment and maintain professional relationships
- Be proficient with time management and task allocation limits
- Other requirements as necessary or directed