



**ROSS VALLEY SANITARY DISTRICT**  
2960 Kerner Blvd  
San Rafael, CA 94901  
(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

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## JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Maintenance Trainee	Range 6: \$4,017-\$5,127 per month (FY11-12)	July 1, 2011	2a
<b>NOTES</b>	Existing Position as of September 15, 2010		

### 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.

This position requires a highly-motivated individual who will be closely supervised by the Maintenance Crew Leader and other higher-level positions. This is the entry training and first working-level class position in the Maintenance class series. Qualified applicants in this position will be trained to perform the duties and tasks of the Maintenance Worker position and they will be required to assist other District staff with a variety of basic, semi-skilled and skilled maintenance and repair duties.

In this position the employee will be performing routine and preventative maintenance on the vehicles, equipment, machines, and tools that are utilized by the District, in addition to performing a variety of tasks relating to the construction, repair, cleaning and inspection of the District's wastewater collection system, pump stations, and related appurtenances. The most desirable candidate will have knowledge of safe working practices and procedures, as well as the purpose and use of a variety of heavy equipment, vehicles, and power tools.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Under close supervision:

- Remove blockages and obstructions from sewers
- Lay and repair sewer pipe.
- Perform heavy manual labor.
- Enter confined space areas following strict safety precautions.
- Drive pickup trucks, dump trucks, hydroflushers, rodders, and other District vehicles.
- Set up and operation of District equipment, tools, and machines, both power and manual, utilized in the maintenance and repair of the District's wastewater collection system, pump stations, and related appurtenances.
- Perform routine grounds maintenance and building cleaning, including but not limited to cleaning and disinfecting houses flooded with sewage
- Cut and break concrete and asphalt surfaces using an air compressor and related tools, paving saws and cement saws.
- Use shoring equipment in accordance with all regulations.
- Set up barricades and warning signs for traffic control and safety.
- Utilize proper safety precautions and following District and other established procedures related to all work performed.
- Perform a variety of routine tasks required to maintain and repair pumping and lift stations and related appurtenances.
- Perform standby, emergency duty, on-call and overtime work which may include evenings, weekends, and holidays.
- May assist other agencies from time to time in removing blockages and obstructions from storm drains.
- Work in a changing and occasionally extreme field environment.

#### Abilities:

- Perform the heavy manual labor necessary to repair, clean, maintain and inspect the District's wastewater collection system, pump stations, and related appurtenances..
- Communicate effectively and clearly with those contacted in the course of work.
- Understand and accurately carry out written and oral directions.
- Take coaching, instruction and feedback with a cooperative and positive attitude.
- Maintain accurate and neat work records, and prepare clear and concise reports.
- Establish and maintain cooperative working relationships using tact and diplomacy.
- Learn the locations of District streets, the locations and characteristics of the pumping and lift stations, and the wastewater collection systems.
- Learn to properly operate and maintain all tools and equipment related to the operation and maintenance of the District's wastewater collection system, pumping stations, and related appurtenances.

- Recognize and deal with the hazards encountered in the course of work.
- Learn and observe all appropriate safety precautions as required by the District.
- Work evenings, holidays, and standby as assigned.

## **EDUCATION/EXPERIENCE REQUIREMENTS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

## **OR**

Equivalent to the completion of twelfth grade.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Motor Vehicle Operator's license at the time of application and maintain a valid license throughout employment.

Must obtain a Class "A" California Motor Vehicle Operator's license within one year of appointment to the position or be terminated.

Must obtain a valid Grade I Collection System Maintenance Certificate issued by the California Water Pollution Control Association within two years of appointment to the position or be terminated.

## **PHYSICAL 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
- Other requirements as necessary or directed