Board Approved 9.1.26

Sausalito-Marin City Sanitary District

COLLECTIONS AND MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs technical engineering and inspection work in support of District activities; administers the sewer lateral inspection program and prepares related findings and reports; ensures compliance with District regulations and codes governing the construction and repair of public and private sewers; assists District Operations and Maintenance Technicians with collection system pump stations, the treatment plant and related work as required, while ensuring that appropriate safety measures are implemented at all job sites.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of paraprofessional engineering and construction office and field work, including functional oversight in the field, inspection of construction and repair work, and administration of the District's sewer lateral inspection program. Incumbents are expected to work independently and exercise judgment, discretion, and initiative within established guidelines. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Inspection and Field Work

- Reviews construction plans, surveys, and specifications for public and private sewer construction and repair; documents site conditions from project start through completion.
- Interprets plans, documents, and specifications to ensure compliance with District and regulatory standards regarding methods, equipment, workmanship, and materials.
- Performs civil, structural, mechanical, and basic electrical inspections of District sewer mains, private sewer laterals, grease interceptors and ejector stations constructed by contractors or other agencies.

- Witnesses or performs construction materials and field testing (air, vacuum, pressure, compaction) per District standards; verifies methodology and documents results.
- Monitors contractor compliance with safety, traffic control, and environmental management requirements; recommends changes to safety and traffic control plans as needed.
- Authorized to stop or suspend work for health, safety, environmental, or compliance violations; documents stop-work actions, notifies the District Engineer or General Manager, and verifies corrective measures before work resumes.
- Locates and marks District sanitary sewer infrastructure (gravity lines and force mains) in response to Underground Service Alert (USA North 811) tickets using electronic locating equipment and approved marking methods.
- Conducts field investigations to verify locations of existing utilities and infrastructure; takes measurements, samples, and photographs and documents findings.
- Investigates field problems involving property owners, contractors, and District staff; resolves, coordinates, or refers to appropriate staff or management.
- Administers the District's sewer lateral inspection program; reviews CCTV inspection videos and supporting documentation; identifies defects, root intrusion, offsets, breaks, infiltration and inflow (I/I) sources, and other deficiencies; and determines compliance with District requirements.
- Administers the District's Lateral Grant Program to assist property owners with the repair or replacement of their private sewer laterals, grease interceptors and/or ejector stations.
- Prepares written determinations, Letters of Findings, inspection reports, notices of compliance or non-compliance, and other program documentation; identifies required corrective actions; tracks findings to resolution; and maintains program records.
- Coordinates with property owners, contractors, real estate agents, title companies, escrow officers, other agencies, and District staff regarding lateral inspection requirements, triggers, timelines, and documentation.
- Maintains databases and files for plans, studies, inspections, surveys, maps, and related engineering data.
- Maintains real property records including maps, surveys, legal documents, and easements.
- Provides assistance and support for District Operations and Maintenance Technicians as needed to maintain District pump stations and the treatment plant on an as needed basis as directed by management staff.
- May provide support to Engineering for the development and/or implementation of the District's Capital Improvements Program (CIP) on an as needed basis as directed by management.
- Performs related work associated with the District as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles, practices, and standards, surveying, and construction inspection.
- Modern construction principles, practices, materials, and terminology.
- Construction materials and field testing methods, including air, vacuum, pressure, and compaction testing.

- Equipment, materials, and methods used in the construction, maintenance, and inspection of wastewater collection systems, pump stations, and sewer laterals.
- Operation of surveying equipment, underground utility locating equipment, and construction testing tools.
- Underground Service Alert (USA North 811) program procedures, including standard marking colors, symbols, and locating practices.
- Contract administration practices, including progress payments, change orders, certificates of insurance, and bid documents.
- Recordkeeping practices for construction inspection, including documentation of field observations, deficiencies, stop-work actions, and corrective measures.
- Applicable federal, state, and local laws, regulations, codes, and District standards relevant to the work.
- Occupational safety principles and practices, including personal protective equipment, traffic control, trenching and excavation safety, and confined-space awareness.
- Customer service techniques for working effectively with the public, vendors, contractors, developers, and District staff.
- English language structure and content, including spelling, composition, and grammar.
- Modern office equipment and software used for business functions and project coordination, including computers, tablets, and relevant software.
- District ordinances, policies, and standards governing private sewer laterals, including inspection requirements, repair and replacement standards, and compliance documentation.
- CCTV sewer inspection methods, including video interpretation, common defect types (root intrusion, offset joints, cracks, bellies, infiltration and inflow), and industry coding standards such as NASSCO PACP.
- Administrative processes associated with private property transactions and permitting (e.g., real estate, escrow, building permits) as they relate to District compliance.

Ability to:

- Apply engineering and inspection principles, practices, and standards to construction inspection problems.
- Conduct moderately complex inspections of public and private sewers, laterals, pump stations, and related collection system infrastructure.
- Review and interpret plans, specifications, maps, cost estimates, as-built drawings, and engineering and inspection reports.
- Detect faulty materials, poor workmanship, and non-conforming work; identify the stage of construction at which defects can be most readily corrected.
- Recognize health, safety, and environmental violations and exercise sound judgment in stopping or suspending work when warranted; document actions and verify corrective measures before resumption.
- Review and interpret CCTV sewer inspection videos and supporting documentation to identify defects and determine compliance with District standards.
- Prepare clear, accurate, and defensible written determinations, letters of findings, inspection reports, and compliance communications for technical and non-technical audiences.
- Explain District requirements, technical findings, and corrective action options to property owners, real estate professionals, contractors, and other stakeholders.

- Apply lateral inspection program requirements consistently and impartially across a range of situations.
- Manage time-sensitive reviews and findings to meet program deadlines while maintaining technical accuracy.
- Locate and mark underground sewer infrastructure per USA North 811 program requirements using electronic locating equipment.
- Safely operate a motor vehicle and the tools and equipment required for the work.
- Calculate connection and related fees per District Ordinance and fee schedules.
- Interpret, apply, and ensure compliance with applicable laws, regulations, policies, and District standards.
- Learn the organization and operation of the District and outside agencies as needed to perform assigned work.
- Prepare clear and concise reports, correspondence, contract documents, and written materials.
- Maintain accurate files, records, and project documentation.
- Communicate effectively in person, in the field, by phone and radio, and in writing.
- Operate modern office equipment, including computers, tablets, and relevant software.
- Organize own work, set priorities, and meet critical deadlines.
- Exercise tact, initiative, prudence, and independent judgment within established guidelines.
- Adhere to District standards, policies, and procedures.
- Establish and maintain effective working relationships with the public, contractors, developers, vendors, other agencies, and District staff.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade with supplemental coursework in construction, inspection or mechanical drawing, and four (4) years of technical experience in construction inspection, public works construction, or a closely related field. Experience in wastewater collection system construction or inspection is highly desirable.

Substitution: An Associate's degree or higher from an accredited college or university in civil engineering technology, construction management, or a related field may be substituted for up to two (2) years of the required experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License by time of appointment, and a satisfactory driving record consistent with requirements established by the District; must be maintained throughout employment.
- Possession of, or ability to obtain within twelve (12) months of appointment, a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA); must be maintained throughout employment.
- Possession of, or ability to obtain within twenty-four (24) months of appointment, Excavation

Competent Person designation or equivalent training consistent with Cal/OSHA 8 CCR Section 1541 (Excavations) standards; must be maintained throughout employment.
- Possession of, or ability to obtain within twelve (12) months of appointment, a Confined Space Entry training certificate consistent with Cal/OSHA standards.
- Possession of, or ability to obtain within twelve (12) months of appointment, a Grade I Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA); must be maintained throughout employment.

Desirable:

- Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.
- Certified Public Infrastructure Inspector (CPII) credential issued by the American Public Works Association (APWA).
- Traffic Control Technician or Traffic Control Supervisor certification.
- NASSCO Pipeline Assessment Certification Program (PACP) certification.
- Grade II Mechanical Technologist Certificate issued by the California Water Environment Association (CWEA).
- Additional certifications relevant to construction inspection (e.g., ICC, ACI concrete field testing, soils inspection).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to work in the field to inspect construction sites, including traversing uneven terrain, climbing ladders, stairs, scaffolds, and other temporary access points, descending into trenches and excavations, and accessing manholes and other confined-space entry points; ability to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials, construction plans, and computer screens, and to distinguish color- coded markings, flags, and signage; hearing and speech to communicate in person, in the field, and over the telephone or radio. This classification requires regular field work in a variety of weather and site conditions, with periods of standing, walking, and movement between work areas; positions in this classification frequently bend, stoop, kneel, crouch, and reach to gather field data, conduct inspections, and verify materials and workmanship. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, tablet, or calculator and to operate standard office and field equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in both office and field environments. Field work is performed at active construction sites, in public right-of-way, in and around District facilities including pump stations and related District infrastructure, and in proximity to private property. Employees may be exposed to: outdoor weather conditions including heat, cold, rain, wind, and other inclement weather; pollen, dust, and airborne particulates; loud noise levels and vibration from construction equipment and vehicular traffic; vehicular and roadway hazards in active traffic environments;

uneven terrain, slippery surfaces, and elevated work areas; confined and enclosed work spaces, including the vicinity of manholes, wet wells, and pump stations; raw wastewater and associated biological hazards, including bacteria, viruses, and other pathogens; sewer gases, hazardous fumes, and oxygen-deficient atmospheres; chemicals, fuels, lubricants, and other hazardous materials used in construction and District operations; mechanical, electrical, and hydraulic hazards associated with construction equipment, pump stations, and related infrastructure; and occasional contact with property owners, contractors, or members of the public in situations that may be tense or confrontational.

OTHER REQUIREMENTS

Must comply with all District safety policies and procedures, including the use of personal protective equipment, traffic control practices, trenching and excavation safety requirements, and confined-space entry protocols.

Must maintain professional, respectful, and impartial conduct when interacting with the public, contractors, developers, property owners, and other stakeholders, particularly when communicating inspection findings, compliance determinations, or stop-work actions.

Must restrict all personal/non-work related activity and communications, including the use of personal phones, email accounts, social platforms, etc., during work hours. Such activities are to be restricted to breaks or lunch periods only.