

SUBDRAIN CREW LEADER

DEFINITION

Occupants of this classification are in the classified service. The position leads and participates in the maintenance and repair of wastewater mains and lift stations and stormwater collection systems.

SUPERVISION RECEIVED AND EXERCISED

The positions in this classification report to the Maintenance Operations Manager and/or designee ~~Street Maintenance Supervisor~~. Responsibilities include supervision of Subdrain Workers and a Sewer Lift Station Electro-Mechanic.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises and participates in the work of subordinates including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
2. Monitors the quality and quantity of the work of subordinates by reviewing progress to determine if maintenance schedules are being met. Identifies problems in the quantity and quality of work and takes prompt and effective corrective action.
3. Identifies better methods for meeting service demands through streamlining and improving work methods. Tests these possible improvements.
4. Ensures work tasks are performed in a safe manner at work sites including implementation of proper traffic control, placement of traffic cones, the use of protective garments, and the use of testing equipment to identify the presence of dangerous gases in manholes.
5. Develops responsibility and team work among subordinate staff in the accomplishment of work tasks.
6. Cleans wastewater mains of debris such as grease, sand, roots, and rocks using a jet rodder vehicles and related ~~or mechanical rodding~~ equipment.
7. Cleans and flushes catch basins of debris assuring catch basins are capable of flowing properly.
8. Unplugs wastewater main backups using a jet rodder vehicle and related ~~or mechanical rodding~~ equipment.
- ~~9. Sets and collects charges from wastewater flow measurement equipment.~~
- ~~10. Documents and records incidents involving sanitary sewer overflows.~~
- ~~9-11. Ensures sewer lift stations are maintained and components are functioning properly and managing wastewater flow properly.~~

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Performs a daily service check of assigned equipment, including checking oil and fuel levels, to assure it is functioning properly.
2. Assists or advised City Engineering staff in review of sewer-related issues [and projects](#).
3. Assists in the development of equipment and material purchases for sewer maintenance and repair.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- [Wastewater lift station maintenance procedures and operations](#).
- Functions, characteristics, and proper use and care of jet rodder and mechanical rodding equipment [and vehicles](#).
- Principles and methods of supervision.
- Functions, characteristics, and proper use and care of tools and materials used in the repair and maintenance of wastewater lift stations and mains.
- [Safety hazards and proper safety procedures, protective equipment and policies](#).

Skill and Ability to:

- Provide instructions and guidance to subordinate employees engaged in maintenance work.
- Supervise and inspect the work of subordinates.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others in both written and verbal form.
- Diagnose problems in wastewater life stations.
- Read blueprints to determine sewer locations and connections.
- Deal effectively with the public.
- Operate power-driven equipment.
- Repair wastewater lift station equipment.

LICENSE AND CERTIFICATES

Possession of a valid California Class [B C](#) driver's license [with Tanker Endorsement](#). [Possession of a California Water Environmental Association Collection System Maintenance Certification is highly desirable](#).

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and three (3) years of experience in semi-skilled maintenance in the maintenance and repair of wastewater mains and lift stations.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.

- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current.