

**EAST NILES COMMUNITY SERVICES DISTRICT  
Essential Function Job Description**

- I. Position Title: Sewer Maintainer
- II. Employment Classification: Non-Exempt
- III. Department: Field
- IV. Reports to: Superintendent
- V. Fundamental Objective: Works on assigned sewer maintenance programs/projects, performs construction work, and other related duties as required.
- VI. Level of Supervision Required: Moderate
- VII. Supervisory Responsibilities: May supervise crew for sewer maintenance projects.
- VIII. Essential Job Duties and Responsibilities:
  - A. Works as crew member for certain projects.
  - B. Performs routine cleaning and inspection of sewer lines.
  - C. Performs routine maintenance of sewer system.
  - D. Assists crew with raising buried manholes and repairing damaged sewer lines.
  - E. Disassembles and cleans sewer pumps.
  - F. Assists with repairs on sewer pump motors.
  - G. Assists in executing necessary water system repair work.
  - H. Carries out extermination program to control cockroaches and rats.
  - I. Works with the public in response to emergency sewer stoppage calls.
  - J. Completes Sewer Maintenance Reports.
  - K. Communicates information to the Superintendent.
  - L. Must be available to work "on-call" on a rotational basis.
  - M. Operate a District vehicle, sewer video van and equipment.
  - N. Operate computer and GIS system for sewer mapping.
  - O. Performs other tasks as specified by a Supervisor.
- IX. Marginal Job Duties and Responsibilities –
  - A. Read meters in an accurate and timely manner.
- X. Minimum Qualifications
  - A. Educational achievement equivalent to graduation from high school.
  - B. One year of experience in the maintenance of sewer systems or related field.
  - C. Possess a valid California Commercial driver's license (minimum Class B with air brake and tank endorsement) and a driving record acceptable to the District.
  - D. Ability to Possess a SWRCB Grade D-1 Water Distribution Operator Certification within 1 year of start of employment.
  - E. Knowledge of sewer maintenance equipment, such as hydro-cleaner,

- vacuum truck, pumping machines and tools.
- F. Knowledge of practices used in the maintenance and repair of sewer systems.
- G. Knowledge of methods and techniques of concrete construction as used in sewer maintenance, safety procedures used in construction and repair of sewer lines, confined space entry procedures and related safety equipment.
- H. Analytical skills to identify problems and opportunities.
- I. Problem solving skills to develop feasible realistic solutions to problems.
- J. Requisite reading, mathematical, written language and communication skills in order to perform the essential functions of the job as listed in Section VIII.
- K. Creative decision making skills to evaluate or make independent decisions.
- L. Ability to comprehend and carry out written and oral instructions.
- M. Ability to read and follow basic street maps to locate addresses.
- N. Time management skills to set priorities in order to meet assignment deadlines.
- O. Basic computer skills for operating sewer inspection camera equipment.

XI. Essential Position Requirements

- A. Ability to continuously perform work in confined spaces. (F)
- B. Operate various sewer equipment, such as: combination truck, hydro-jet/vacuum sewer cleaning truck, dump truck and jackhammer. (F)
- C. Use various hand tools such as shovel, pick, whacker, sledge hammer, digging bar, saws, cutting torch, welder, various wrenches, etc., to perform all essential functions of the job. (F)

XII. Marginal Position Requirements - None

XIII. Essential Physical Requirements

- A. Body Position and Movement
  - 1. Stand when processing work orders or assessing work. (F)
  - 2. Lift/carry up to 75 pounds of equipment. (F)
  - 3. Bend to reach for equipment to operate. (F)
  - 4. Crouch/kneel to work in confined spaces. (F)
  - 5. Reach to operate various tools. (F)
  - 6. Turn/twist when operating equipment. (F)
  - 7. Push/pull to operate equipment. (F)
  - 8. Sit while operating truck and other equipment. (F)
  - 9. Walk to various equipment for operation. (F)
  - 10. Stoop to access spaces. (F)
  - 11. Climb/balance when using ladders to service lift stations and sewer lines. (F)
- B. Object Manipulation
  - 1. Operate trucks, tools and equipment – requires hands, arms, legs, and fingers. (F)
  - 2. Lift/carry objects – requires arms, hands, legs and various back muscles. (F)
  - 3. Bend/stoop to reach for equipment – requires arms, legs, and hands. (F)

- C. Simultaneous Object Manipulation
  - 1. Climb ladder while carrying handtools. (F)
  
- D. Environmental Demands
  - 1. Being around moving machinery. (F)
  - 2. Exposure to marked changes in temperature and humidity. (F)
  - 3. Exposure to unpleasant odors when working on sewer lines. (F)
  - 4. Exposure to potentially hazardous conditions. (F)
  - 5. Exposure to dust, fumes, smoke, gases, or other irritating articles. (F)
  - 6. Driving automotive equipment. (F)
  - 7. Exposure to excessive noises. (F)
  - 8. Exposure to slippery or uneven walking surfaces. (F)
  - 9. Working below ground. (F)
  - 10. Working continuously in confined spaces. (F)
  - 11. Unusual fatigue factors. (F)
  - 12. Working with hands in water, or other substance. (F)
  - 13. Working alone or closely with others. (F)
  - 14. Working outside. (F)
  - 15. Exposure to solvents, grease or oils. (F)
  - 16. Exposure to excessive vibration. (F)

XIV. Marginal Physical Requirements

- A. Body Position and Movement – None
- B. Object Manipulation – None
- D. Simultaneous Object Manipulation - None
- D. Environmental Demands – None

# EAST NILES COMMUNITY SERVICES DISTRICT BENEFITS

## GROUP INSURANCE BENEFITS

Full-time Exempt and Non-Exempt employees, as well as part-time employees who are regularly scheduled to work 30 or more hours per week, are eligible for participation in the group insurance plan on the first of the month following completion of 60 days of service. While the District provides group insurance, an employee may be required to pay a portion of the group insurance for health, dental, and vision. The percentage of the cost of the group insurance plans to be paid by the employees is as determined by the Board of Directors of the East Niles Community Services District on an annual basis. The cost of employee coverage for life insurance is also paid for by the District; however, if an employee wishes to have life insurance for their dependents, the premiums for same must be paid by the employee, through payroll deduction.

## AFLAC BENEFITS

The District offers a variety of AFLAC plans for the employee or their dependents at 100% cost to the employee, available through employee payroll deduction. Policies available from AFLAC include: cancer, accident, specified health event, short-term disability, personal sickness indemnity, and hospital confinement indemnity. All payroll deductions for coverage, with the exception of short-term disability, will be taken on a pre-tax basis, as allowed by the IRS. Participation in AFLAC during any leave of absence is voluntary. AFLAC benefits invoiced through the District shall terminate based upon the last deduction received from the employee, at the time of separation. Former employees are able to convert any AFLAC plan into a private policy upon separation from the District, if desired.

## VACATION BENEFITS

Vacation benefits are provided to regular, full-time Exempt and Non-Exempt employees for their rest and relaxation. These employees begin to earn vacation benefits, as follows:

YEARS OF EMPLOYMENT	MONTHLY ACCRUAL RATE
Completion of six months of service through 5 <sup>th</sup> anniversary	6.67 hours/month (10 days/year)
5 <sup>th</sup> anniversary date through 12 <sup>th</sup> anniversary date	10.00 hours/month (15 days/year)
12 <sup>th</sup> anniversary date and forward	13.33 hours/month (20 days/year)

## HOLIDAY BENEFITS

All full-time employees will receive holiday benefits at their normal hourly rate for the following holidays, if the holiday falls on their scheduled workday or day a holiday is observed by the District and as subject to the restrictions described below:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve (one-half day)	December 24
Christmas Day	December 25
half day)	New Year's Eve (one- December 31

# **EAST NILES COMMUNITY SERVICES DISTRICT BENEFITS**

## **SICK LEAVE BENEFITS**

### ***For Full-Time Exempt and Non-Exempt Employees***

The District provides full-time Exempt and Non-Exempt employees with eight (8) hours of sick leave benefits per month, upon hire.

## **457 DEFERRED COMPENSATION PLAN**

The District offers a 457 Deferred Compensation Plan to all full-time employees. The terms and conditions of the 457 Deferred Compensation Plan are controlled by the Plan Document.

## **PENSION PLAN**

The District provides a Pension Plan for each employee. This plan provides for each employee to be covered on the anniversary date of the plan year (July 1 or January 1, whichever is the first day of the seventh month of the Plan year), provided they have completed at least one year of service and have attained 21 years of age. Thereafter, interest in the funding (vested interest) will be on a percentage basis per year for six years according to a vesting schedule. At the conclusion of six years an employee will be 100% vested and all funds deposited on their behalf by the District, plus any interest earned will belong to an employee.

The District places 9% of an employee's monthly base pay into this Money Purchase Pension Plan each month. Employees contribute nothing to the plan. These funds are not taxable when deposited, but employees will be required to pay both State and Federal Income Tax when the funds are withdrawn.