



---

## ENVIRONMENTAL SERVICES ASSISTANT I / II / III

---

### **DEFINITION**

Under supervision, performs a variety of wastewater collection services operating a variety of equipment and motorized vehicles.

### **SUPERVISION EXERCISED**

None as Environmental Services Assistant I. An Environmental Services Assistant II may exercise functional supervision over subordinates. An Environmental Services Assistant III exercises functional and technical supervision over and trains subordinates.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Inspect, clean, maintain and repair wastewater collection systems; monitor system trouble spots and make corrections as needed.

Operate heavy equipment including but not limited to high pressure water jetting, vactor and video inspection used in the inspection and cleaning of wastewater collection lines.

Inspect and maintain vehicles, tools and equipment.

Establish and maintain safety controls at worksites posting signs and/or cones as needed.

Participate in containment and clean-up of collection system spills and respond to citizen inquiries.

Conduct groundwater sampling, complete forms, label samples and transport to laboratory.

Program, configure, install, troubleshoot and maintain portable sampling equipment.

Serve as member of confined space entry and Emergency Response Team for sewer overflows and conduct sewer line bypass operations as needed.

Maintain records of work performed.

Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Distinguishing characteristics of this classification include but are not limited to the following:

Environmental Services Assistant I: This is the entry level class in the Environmental Services series. Incumbents work under close supervision learning to perform routine duties.

Environmental Services Assistant II: Incumbents in this class have gained a thorough working knowledge of the Division, Department and City and work under general supervision, receiving only occasion instruction or assistance.

Environmental Services Assistant III: Incumbents serve as lead workers and estimate time, material and equipment required to complete specific assignments. Incumbents also order supplies, perform administrative and record keeping duties and train and provide functional and technical supervision over subordinates.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques and equipment used in wastewater collection system operations and maintenance.

Operation and maintenance of tools and light and heavy equipment.

Principles of occupational hazards and safe working practices and procedures.

Basic mathematics, spelling and grammar.

Applicable federal, state and local laws, codes and regulations.

Record keeping and reporting.

Ability and Skill to:

Operate and maintain a variety of tools, equipment and vehicles including water jetting, vactor, jackhammers and video monitoring systems.

Work around biohazards, in confined spaces and in extreme weather conditions.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

Environmental Services Assistant I: Completion of 12<sup>th</sup> grade and some general maintenance experience.

Environmental Services Assistant II: In addition to the above, specialized training in construction technology and two (2) years experience as an Environmental Services Assistant I or equivalent.

Environmental Services Assistant III: In addition to the above, three (3) years experience as an Environmental Services Assistant II or equivalent.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record. Class B license highly desirable for Environmental Services Assistant I and required for Environmental Services Assistant II and Environmental Services Assistant III.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.