



CCTV LEAD WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include **all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, leads and participates in the construction, maintenance, repair, and inspection of the sanitary sewer collection system, storm drain systems, streets, sidewalks, curbs, and gutters; supervises, schedules, and directs the work of a crew in cleaning, flushing, and maintaining sanitary and storm sewer lines and appurtenances; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **CCTV Lead Worker** is the advanced journey level class responsible for the performance of duties related to Closed Circuit Television (CCTV) inspection, analysis, and diagnosis of sanitary collection systems and storm drain systems. Incumbents perform skilled and semi-skilled analysis, inspection, diagnosis, and provide direction to work crews as required. Incumbents may also be assigned other Public Works functions, including those of a Street and Sewer Lead Worker, and must be able to perform the duties of such classification. This classification differs from the next higher classification of Street/Sewer Supervisor in that the latter has full supervisory responsibility an assigned construction and maintenance operation.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Street/Sewer Supervisor. Exercises functional, technical, and lead supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, reviews and performs the work of staff engaged in sewer line inspection and cleaning; operates closed-circuit television equipment efficiently and effectively in the inspection of sewer lines; develops and implements crew assignments; inspects and reviews work methods, performance and quality of work performed; conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends and reports service levels to the assigned Supervisor; coordinates with supervisor to establish inspection and cleaning goals; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.
- Leads and/or supervises construction and maintenance crews in the full variety of associated projects, assignments and duties; coordinates crew activities with those of other maintenance crews and other City departments; operates or directs others in the operation of light to heavy power-driven equipment.
- Investigates the cause of Sewer System Overflows (SSOs) and complies with state SSO reporting requirements.

- Maintains written and computerized records including computerized databases; produces computer generated reports, logs, and burns CD/DVDs related to CCTV inspections.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public, contractors, and representatives of other agencies regarding sewer maintenance issues; provides customer services and information as is appropriate, and resolves public service complaints; provides proper traffic control to safeguard the public, employees, and property.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. Must be certified by a physician as fit to wear a respirator (must be prepared to shave on demand). The need to lift, carry, and push tools, equipment, and supplies weighing 90 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants; may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent is required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **CCTV Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in construction, repair, and maintenance of streets and sewers in a position equivalent to a Streets and Sewer Maintenance Worker with the City of Burlingame, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid Class C driver's license. Possession of, or ability to obtain, a valid Class B California driver's license with tank and airbrake endorsements. Must possess C.W.E.A Collection System Operator Certificate Grade II within one year of appointment. Possession of a CPR/1st aid certification and a certification as a Competent Person is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Applicable power-driven construction equipment, sewer cleaning equipment, and closed-circuit television inspection systems; operational characteristics of standard construction and maintenance materials, tools, and equipment; traffic control methods and regulations; safe work practices and the use and care of hand and/or power tools; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; methods and techniques of supervision; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Operate a variety of power-driven construction equipment, sewer cleaning equipment, closed-circuit television inspection systems, and other applicable equipment; work safely, independently, and with others; interpret, explain, and apply applicable laws, codes, and regulations; lead, supervise, train, motivate, and evaluate assigned staff; deal tactfully with the public; respond to after hours call-outs as assigned; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing in proper English; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of equipment, including power and hand tools in the repair and construction of streets and sewers. Operate an office computer; input work order data in the database correctly; manipulate SCADA system to respond to and acknowledge alarms.

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