

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Storm/Wastewater Collection Specialist**
Department: Public Works

FLSA Status: Non-exempt
Union Status: Represented
Updated: March 2016

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This position performs a variety of semi-skilled and skilled work in the cleaning, maintenance, repair, and care of the city's storm and/or sanitary sewer collection/drainage systems and maintenance of other Public Works infrastructure.

Work involves the use and operation of specialized sewer/storm line jetting and cleaning equipment, and other machinery and equipment required for maintaining and repairing storm and/or sanitary sewer lines and related facilities.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Street/Stormwater Superintendent or Wastewater Superintendent.

SUPERVISION EXERCISED

May act as a lead worker and give direction to temporary/seasonal staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Operates trucks, specialized vehicles and other construction equipment such as dump trucks, tractor mowers, pesticide applicators, backhoes, broom tractors, street sweepers, chip spreaders and oil distributors required for Public Works construction, repair and maintenance projects.

Troubleshoots problems associated with the sanitary and/or storm sewer systems and operates specialized sewer cleaning and maintenance equipment including combination vacuum sewer jetting truck and sewer line root cutters. Maintains detailed records of sanitary and/or storm sewer system maintenance and repairs.

Maintains inventory of storm sewer repair parts and materials and ensures needed items are available.

Operates specialized pneumatic, mechanical, electrical and or hydraulic equipment and machinery such as air compressors, jackhammers, chain and cut-off saws, pumps, hoists, and other such tools and equipment.

Performs or participates in the maintenance, repair and installation of Public Works infrastructure and facilities such as streets, alleys, sidewalks, catch basins, open drainages, floodways, guardrails, waterlines, meter services, hydrants valves, water system components, sewer lines, manholes and the wastewater treatment plant.

Participates in work involving confined space entry and/or rescue, including use of respirators and other specialty equipment.

Successfully participates in and completes training and obtains and maintains certification and/or licensing and eligibility in:

- Commercial Vehicle Operations (maintains existing license)
- Washington State Certified Flagger (required as scheduled by the city)
- First Aid/CPR including bloodborne pathogens and use of AEDs (required as scheduled by the city)
- Confined Space Entry (required as scheduled by the city)
- Trenching and Shoring (required as scheduled by the city)
- Forklift Operations (required as scheduled by the city)

Performs all duties in conformance with appropriate safety and security standards.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Responds to citizen requests for services or information within the scope of authority and knowledge; and refers inquiries to appropriate departments/divisions/individuals.

Responds to the public in a courteous, respectful manner.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self-motivation in accomplishing assigned tasks and duties.

OTHER DUTIES

Maintains regular, reliable and punctual attendance.

Assists other employees in performing maintenance tasks as assigned.

Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on call to respond to emergencies.

May be required to work weekends and before or after normal working hours.

Controls and guides traffic at work sites by flagging and implementing traffic control measures as required or assigned.

Operates various types of machinery, equipment, vehicles and power tools.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from accredited high school or GED equivalent;

Supplemented by classes, training and experience in sanitary sewer collection systems, general public works activities and/or closely related fields.

Minimum of three years of experience in street maintenance and the operation of construction and maintenance equipment used in Public Works activities

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements

At time of appointment must possess a valid Washington State Drivers License and Class "A" Commercial Drivers License with "N" tanker endorsement and a good driving record.

Must be medically capable of performing required work while wearing a respirator. Finalists must successfully complete respirator medical screening prior to offer of employment.

Must possess a valid Washington State Certified Flagger card prior to appointment.

Must successfully satisfy a background investigation.

Knowledge Of:

Working knowledge of storm sewer and sanitary sewer systems, the problems associated with such sewer systems and their solutions.

Work hazards and applicable safety precautions and procedures associated with sanitary sewer and storm sewer systems and sewer maintenance, including confined space and trench safety.

Construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Skilled In:

Use and care of standard construction tools and equipment.

Operation and use of specialized sewer vacuum/jetting equipment used in the maintenance of storm and sanitary sewer systems.

Driving and operating a variety of equipment under varying weather conditions.

Ability To:

Effectively communicate and interact with suppliers, engineers, technical support representatives, management, other employees, and the public regarding operation and maintenance issues.

Work independently and unsupervised.

Follow applicable safety rules and regulations and knowledge of occupational hazards and safety precautions associated with confined spaces, electrical circuitry and overhead lines associated with water/wastewater and street lighting work.

Use sound reasoning and judgment in the performance of job functions.

Read, comprehend and write the English language and to effectively communicate detailed and technical information both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Perform basic arithmetic computations and data entry functions accurately.

Meet the physical demands of the job and perform essential job functions.

Desired Skills and Abilities:

Certified as a Wastewater Collection Specialist I through the Washington Wastewater Collection Personnel Association (WWCPA)

Possession of current First Aid/CPR certification.

Knowledge of the work hazards and applicable safety precautions associated with wastewater treatment including confined space entry, trench safety, and traffic control.

Basic skills in use of personal computer, including word processing and spreadsheet software; use of calculator, adding machine, telephone, copy machine, and fax machine.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Combination sewer jetting and vacuum truck, sewer line root cutting equipment, multiple environment gas detector, dump trucks, backhoes, motor grader, street sweepers, tractor - mower & broom, oil distributor, loaders, street sanders, chip spreader, rollers, snow plows, trenchers, water tanker, air compressors, jackhammers, chain saws and cut-off saws, hoists, computer, copy and fax machine and other office equipment, large pumps, generators, compressors, and pneumatic drills, breakers and tools, and various hand and power tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Stand or sit (stationary position); walk (move, traverse); use hands/fingers to handle or feel (operate, activate, use prepare, inspect place, detect, position); climb (stairs/ladders); balance (ascend/descend, work atop, traverse); stoop, bend, kneel, crouch or crawl; talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information); see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess); taste/smell (detect, distinguish, determine); push or pull; reach; perform repetitive movements/motion; specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; hand-eye coordination and manual dexterity is necessary to use tools and equipment, operate a computer keyboard

Heavy Work – exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The employee will be required to enter manholes and other structures with a minimum entrance diameter of 22 inches.

The employee may be required to wear a self-contained breathing apparatus and maintain respirator medical clearance under certain work conditions. This may require clean shaven or limited facial hair growth to meet State and Federal requirements for proper mask seal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to Hazards and Atmospheric Conditions including:

- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Fumes
- Dust
- Extreme temperatures (hot and/or cold)
- Wet and/or excessive humidity
- Confined spaces
- Spaces with very narrow or restricted access
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Biological hazards (sewage and related materials)
- Chemical hazards
- Electrical hazards
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of bloodborne diseases

Duties are performed primarily in the field throughout storm and sanitary sewer system service areas and at Public Works facilities. Work may occasionally take place at other facilities and locations.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, and machinery and equipment. Works may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces and in elevated locations.

Noise level in the work environment is generally moderately noisy to extremely noisy. On a regular basis the noise level may be loud and hearing protection required.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.