

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Wastewater Collection System Technician**
Department: Public Works

FLSA Status: Non-exempt
Union Status: Represented
Updated: July 2019

*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:

Operates and maintains the city's wastewater collection system to ensure proper system drainage and flow to prevent sanitary sewer spills and overflows. Performs a variety of semi-skilled and skilled work in the cleaning, maintenance, repair, and care of the city's sanitary sewer collection/drainage system and maintenance of other wastewater utility infrastructure.

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

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to Wastewater Superintendent or Lead Operator in the absence of the 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 specialized sewer cleaning and maintenance equipment including combination vacuum sewer jetting truck and other vehicles such as; dump trucks, boom trucks, backhoes or other excavating equipment, pickup trucks and other equipment required for sewer maintenance and repair projects.

Troubleshoots problems associated with the sanitary sewer systems.

Installs, replaces or repairs sewer lines.

Maintains detailed records of sanitary sewer system maintenance and repairs.

Maintains inventory of sanitary 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.

Operates and maintains pipeline video inspection equipment.

Performs maintenance of sewer lift stations as required.

Cleans and repairs wet wells and manholes.

Operates treatment plant SCADA system, interprets data regarding treatment plant and lift stations.

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 appurtenances, sewer lines, manholes and 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)
- Wastewater Collection Specialist I certification through WWCPA (required as scheduled by the city)
- 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:

Assists wastewater treatment plant staff with routine and emergency operation, maintenance and repair. 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 perform routine pump station inspection or operational checks.

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.

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

Works with other wastewater utility staff for the purpose of cross-training.

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

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from accredited high school or GED equivalent and one year experience in the wastewater field.

Course work and training in sanitary sewer collection systems, general Public Works activities and/or closely related fields.

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 successfully satisfy a background investigation.

Knowledge Of:

Working knowledge of 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 systems and sewer maintenance, including confined space and trench safety.

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

Working knowledge of pipe laying procedures and practices.

Knowledge of inflow and infiltration causes and remediation practices.

Ability to read and understand blueprints, schematics, construction drawings and O&M manuals.

Skilled In:

Use of standard construction tools and equipment.

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

Use and care of tools and equipment.

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.

Fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Communicate detailed information and recommendations effectively, both orally and in writing.

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:

Possession of Wastewater Collection Specialist I certification through WWCPA

Possession of current First Aid/CPR certification.

Possession of current flagging card.

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, boom trucks, backhoes, excavators, loaders, air compressors, jackhammers, chain saws and cut-off saws, hoists, computers, copy 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.

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 the sanitary sewer system service areas, the wastewater treatment plant 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.

City of Chehalis

Date Approved:

By: _____, City Manager