

## Charles Town Utility Board - Job Description

Job Title: Collection System Technician

Grade UH2 / Grade UH3

### Job Summary

Under general supervision, performs skilled tasks in the construction, operation, maintenance, and repair of wastewater system facilities; operating a variety of light and moderately heavy power-driven equipment; and ensuring public health and safety by preventing and/or responding to sewage overflows and blockages. Performs a full range of general maintenance and cleaning duties related to the wastewater collection system and performs related work as assigned.

### Essential Job Duties and Responsibilities

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Performs maintenance and inspection duties on wastewater collection system and lift stations, including, but not limited to, collection lines, generators, pumps and motors, valves, electrical controls; locate and complete repairs.
2. Uses a wide variety of hand and power tools in day-to-day operations.
3. Drives light trucks (under 26,000 lbs) and farm and lawn tractors, front end loader in the loading, hauling and unloading of various equipment and other materials.
4. Ensures proper maintenance has been performed on all equipment, and keeps adequate records on all maintenance and repairs performed. Cleans and maintains tools and equipment used in the field and shops.
5. Repairs, maintains and ensures the security of manholes and lift stations; monitors and records lift station operations including flow rates, pump hours, electrical and alarm issues; prepares and maintains a variety of reports.
6. Conducts wastewater collection system locates; uses locating equipment; and accurately reads maps, specifications, and drawings.
7. Inspects grease traps, manholes, septic tanks, and drip fields on a regular basis.
8. As needed, assists plant operations to bypass operations and cleaning operations in wells, traps, and lines, etc.
9. Removes weeds and debris from lift stations, storm drains, easements and grounds; sprays pesticides or herbicides as needed in collections system.
10. Responds to customer inquiries and complaints; responds to questions and complaints from the public regarding repair work and main shutdowns, sewer overflows and stoppages.
11. Operates and maintains video inspection equipment.
12. Performs after-hours emergency work and on-call duties.
13. Performs related work and duties as needed or assigned by supervisor.
14. Promotes an image of professional, courteous service as a representative of the City and the Board.

### Knowledge, Skills and Abilities

- Knowledge of the operational characteristics and hydraulics of the wastewater collection system.
- Requires knowledge of safe construction and work standards.
- Requires passing a professionally administered pre-employment physical examination certifying ability to perform work related tasks and duties. Hepatitis B series also required.
- Requires the ability to understand and act on oral and/or written instructions.
- Ability to read and understand building plans and blueprints.
- Ability to establish successful working relationships and work with challenging situations and customers.

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#### Equipment Used

Equipment and tools used include, but are not limited to the following: dump truck, truck and trailer, generators, compressors, boat and trailer, computer, gauges, common hand and power tools, calculator, certain lab equipment, mower, shovel, pick, rake, and broom.

#### Physical Requirements

Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds.

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

#### Surroundings

Employee spends a majority of work-shift out-of-doors or operating equipment. Daily conditions encountered include: odors, fumes, dust, dirt, and vibration. Other conditions vary with precipitation and seasonal changes.

#### Hazardous Conditions

Hazardous conditions encountered on a daily basis include: constant danger from passing traffic, working with hot asphalt, and mechanical hazards when using rollers and other heavy equipment.

Occasional hazards encountered include: tripping or slipping due to terrain and weather conditions, traffic accidents when working to remove snow and ice, and earth or brick cave-ins when laying pipe or working in manholes or drops.

Possible hazards include: contact with hazardous or toxic materials; those hazards associated with working around large vehicles on narrow roads and steep grades in various weather conditions.

#### Qualifications

Experience: One year of experience in construction, maintenance, or related experience. Experience maintaining and repairing water/wastewater collection systems and equipment is desirable.

Education: High School graduate or equivalent desirable. College or trade school training also desirable. First Aid, CPR training and computer skills also desirable. Requires possession of a valid State of West Virginia driver's license.

(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties that may be performed. Duties are subject to change as operational needs justify.)