

**Job Title:** Collection System Maintenance Technician    **Reports to:** Collection System Superintendent  
**Supervises:** N/A  
**FLSA Status:** Non-Except    **Updated:** 7/2/2017  
**Updated by:** Steve Anderson    **Approved:** 7/2/2017

---

**SUMMARY:** To perform skilled, semi-skilled and manual work as assigned in the operations and maintenance of the wastewater collection system facilities. Work on wastewater collection system piping and manholes to ensure good operations. Maintain and work on lift stations to ensure the continuous operation for moving wastewater. Work with various pieces of equipment for the operations and maintenance of the wastewater collection system. Provide other duties related to the wastewater collection system.

**RELATIONSHIPS:** Reports to Collection System Superintendent

**RESPONSIBILITIES AND DUTIES** include the following:

1. Perform maintenance on sewer lines. Rod, jet, vactor, CCTV, and flush sewer lines and clean manholes according to preventive maintenance schedule.
2. Perform smoke testing on sewer lines, report findings, and make temporary repairs.
3. Perform maintenance on lift stations, check and observe operation. Clean and lubricate equipment as scheduled or as needed. Perform mechanical and electrical checks, maintenance, and repair work. Replace pump seals, pull and overhaul pumps, troubleshoot equipment.
4. Perform repair and emergency repair work as assigned. Including work on sewer lines and lift stations to repair breaks, blockage, and equipment failure.
5. Perform standby duty to handle emergency call outs during off duty hours.
6. Perform maintenance and trouble shooting on telemetry system including use of laptop computer to access system programming, repair and replacement of failed parts and equipment.
7. Operate equipment as assigned including trucks, tractors, trailer jet, rodder, Vactor, CCTV, and generators. Also operate various hand tools including air hammer, welder, and impact wrenches.
8. Perform general housekeeping duties including sweeping, cleaning, painting, mowing as required to keep all areas and buildings in good repair and appearance.
9. Perform sewer main and private service connection inspection and Iowa One Call locates.
10. File reports as needed.
11. Consult with Collection System Superintendent regarding issues and changes with the collection system.
12. Advise Collection System Superintendent of collection system parts and supply order needs.
13. Perform duties at the wastewater treatment plant as assigned.
14. Perform vehicle and equipment maintenance and repairs.
15. Other jobs and duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative to the knowledge, skill, and/or ability required. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred Education and/or Experience.**

High School degree or

**Language and Skills**

Ability to read, and comprehension of simple instructions, short correspondences and memos. Ability to write simple correspondence. Able to effectively talk with the public, and employees in an efficient and effective manner.

**Computer Skills**

Ability to operate Microsoft Office products including but not limited to, Word, Excel, Outlook and PowerPoint. Also have ability to operate different billing and accounting software.

**Reasoning Ability**

Ability to define problems, collect data, establish facts and draw a valid conclusion. Ability to interpret and extensive variety of technical instruction and mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills, Abilities or Requirements**

- Knowledge and experience in collection system and lift station operation and maintenance including knowledge of potential hazards and required safety precautions.
- Knowledge of sewer cleaning equipment and procedures.
- Mechanical and electrical expertise concerning pumps, electrical relays and contacts, control devices, and telemetry equipment.
- Knowledge of construction methods and equipment including the potential hazards and necessary safety precautions.
- An ability to understand and interpret drawings and specifications and O&M manuals.
- Human relation skills with coworkers and customers.
- The ability to understand and follow written and oral instructions.
- The ability to legally and safely operate motor vehicles, tractors, and related equipment including the ability to obtain the necessary CDL license and endorsements within sixty days of employment.
- Ability to effectively handle the physical demands of the job including lifting, carrying, and climbing.
- Demonstrate a high degree of self-motivation and an ability to use common sense.

- Ability to obtain a Grade I wastewater operator's license within 18 months of employment.
- Complete reports to include but not limited to daily work reports, service line connection reports, camera inspection reports, over time reports, accident reports as required within the time line established by the District Superintendent.
- To report to work and leave work at the time designated by the District Trustees. Planned time off is to be arranged with the Collection System Superintendent in advance in accordance with the current Employee, Benefit and Wage Agreement. Unexpected time off is to be reported promptly to the Collection System Superintendent prior to the beginning of your work period.
- You are expected to perform your assigned duties during the entire schedule for which compensation is being received. If you finish with the assigned duties you are to report to the Collection System Superintendent for further direction.
- Follow all safety policies and safety training guidelines established by the Sanitary District.

### **CERTIFICATES, LICENSES, REGISTRATION**

Must have or able to obtain a Grade 1 Iowa DNR wastewater license. Those who must obtain the license will be provided a timeline upon accepting the position to obtain the license.

Must have or able to obtain a CDL license with tanker endorsement. Those who must obtain the license will be provided a timeline upon accepting the position to obtain this license requirement.

**PHYSICAL DEMANDS:** The physical demand described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is required to stand, walk, climb or balance, stoop, knee, crouch and crawl. The employee must be able to lift and move up to 40 pounds. Must be able to open manhole lids with proper equipment.

### **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. This position may travel a couple of times per year to attend training or assists with verification of billing of properties.