

CITY OF WATERTOWN - POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: August 20, 2020

Title: Wastewater Collections System Specialist
Pay Grade: Grade H

Department: Wastewater Utility
FLSA Status: Non Exempt

General Summary:

This position's duties involve overseeing the job site and following direction of the crew leader. They help maintain and repair disruptions in 120 miles of sewer main, 6 sewer siphons, 7,660+ laterals, 2,500 manholes, 19 lift stations. This employee displays a high level of workmanship and pride in minimizing interruptions and inconveniences to the business, industry and citizens of the City Watertown.

Reporting Responsibility :

Under the direction of the Assistant Water Systems Manager WW reports to the Collections System Crew Leader. Tasks require the exercise of limited independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation.

Specific Accountabilities:

- Rotating on call responsibilities which include holidays and weekends for emergencies.
- Assist in maintaining accurate and legible records related to the sanitary and storm sewer system (e.g., cleaning, televising, pop-ups, and video reports, etc.).
- Operation of the, hydro-vacuum machine, and television camera truck and associated equipment.
- Coordination and supervision of wastewater system construction, repairs, and maintenance of wastewater mains, services (laterals), manholes, and lift stations.
- Cleaning by flushing and maintenance of entire wastewater system located throughout entire city.
- All preventative maintenance of equipment used and also other wastewater treatment plant equipment maintenance as required.
- Electronic and paper record keeping of all jobs (scheduled, in-progress, completed), which includes electronic input into the City geographical information system GIS of parts used, locations of repairs, sewer main bends, service locations, manhole conditions, and type and material of sewer main in place for engineering required by manager. This includes up to date knowledge of technology used including computers, tablets, and GIS mapping database to locate gravity sewer main lines, services, and force mains from written directions.
- Setup and maintain safe construction work zones and direct traffic.
- Metering sewer sections including programming, data evaluation, and making the decisions where the flow meters are placed.
- Performs basic wastewater plant operations on weekends when on-call which includes laboratory testing and other basic plant operation checks.
- Cleaning and televising storm sewer system – as directed by Water Systems Manager
- Responsible to schedule and coordinate the annual, semi-annual and quarterly sampling and inspection monitoring with the Industrial Pre-Treatment program; daily checks on the sampling equipment, daily collection of wastewater samples, routine set-up and take down of equipment, ordering needed and required supplies for samples and equipment, coordination with businesses for access to remote interior and/or exterior sampling locations, site inspections of the permitted facilities on random notice.

Tools and Technology:

Understanding and ability to use heavy construction equipment such as service trucks, dump trucks, skid-steer, fork lift, hydro-vacuum machine, water pumps, television camera truck, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex sewer system mapping interpretation which includes elevations and GPS location readings. Electronic leak correlation equipment and data interpretation. Knowledge and understanding of advanced integrated pipe line software systems and operations (IT Pipes, Pipe Tech, and Hanson). Confined space entry trained and certified, hold a valid commercial driver's license, and be certified in First Aid-CPR.

Knowledge, Skills, and Abilities:

High school graduation (or HSED equivalent) with three (3) years experience in the collection system and post high school training in the wastewater treatment field; and an equivalent combination of education, experience, and training that provides the following knowledge, skill, and ability:

- Considerable knowledge of sanitary and sewer systems.
- Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge of occupational hazards and ability to work safety and take precautions for safe working.
- Considerable knowledge of maintenance, and cleaning of cleaning and televising equipment.
- Good ability to understand and follow all regulations controlling Confined Space Entry.
- Ability to work long and unusual working hours in extreme weather conditions and working while fatigued while perform light to heavy physical tasks under varying weather conditions.
- Ability to take written directions, or computer GIS data, and correlate to site setting in order to find main and service laterals
- Ability to clean and wax floors
- Ability to perform routine maintenance
- Ability to operate building and grounds equipment.
- Ability to maintain effective working relationships with others.
- Ability to understand and carry out instructions and to adhere to prescribed office practices.
- Ability to develop and maintain accurate records.
- Ability to be on call 24/7 on a rotating basis with other staff work for weekends and overtime.
- Common sense
- Knowledge of pipe grades (oversize, undersize, cast, ductile, vermiculite clay)

Physical Demands: Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

License:

State of Wisconsin; Regular Driver License, and a Class "B" Commercial Driver License. Wisconsin Department of Natural Resources Advanced Wastewater Operator Certification Subclass "SS" (Sanitary Sewage Collection System)