

Dr. George A. Lauritson
Mayor



City of St. Robert, Missouri
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CITY OF ST. ROBERT, MISSOURI

Job Description Collection Technician

Position Open Date: June 18, 2020

Position Close Date: Open until filled

Classification: Full-Time

FLSA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and a City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be uploaded on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. Please visit www.saintrobert.com for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

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GENERAL PURPOSE OF POSITION:

Maintain pump stations, gravity and pressure lines. Perform inspections, test and studies to locate, identify and repair defects and sources of inflow and infiltration into the sanitary sewer system.

MAJOR DUTIES AND RESPONSIBILITIES:

Perform Inspections

- Check and maintain pump stations, gravity and pressure lines
- Inspect, analyze and detect leaks, cracks and other defects in sanitary sewer lines
- Remove and replace electric motors, check valves, seals and electrical components
- Clean manholes, wet wells and sewer mains
- Schedule work orders to be accomplished
- Time work to be done with contractor's schedule
- On call for a twenty-four hour a day seven-day period for the Wastewater Collection Department

Perform Maintenance Duties

- Clean manholes, sewer mains and wet wells
- Perform manhole and pipe line inspections
- Perform smoke and dye testing of sewer system in order to detect defects and sources of inflow and infiltration and accurately documents findings
- Install manhole inserts

Troubleshoot Controls

- Maintain and repair mechanical equipment, electrical circuits, electronic equipment and pressure gauges
- Find and repair electrical and mechanical problems in pump station control panels
- Make certain appropriate type of panel, relays and voltage are installed and working properly
- Perform routine maintenance on pump stations
- Wire electric motors and controls

Install Taps and System Mains

- Dig up existing sewer mains and taps for service lines
- Read and follows blue prints
- Set manholes, wet wells, and lays pipe in ditches

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Perform Inspections

- Inspect the installation of repaired sewer mains, lift stations, and service lines being put in by contractors
- Check pipe for appropriate angle and depth
- Check to make sure all seals are tight in manholes, wet wells and pipes
- Assist in the operation of the closed-circuit television truck, camera crawler and lateral camera to inspect sewer collection mains and lateral lines when needed

Locate Mains

- Obtain request for information
- Research to find appropriate answer
- Report answer to proper personnel
- Use maps and locators to locate mains
- Complete work order and work log entries

Operate Equipment

- Use basic hand tools
- Use Gas Detector for checking sewer gases in manholes, and buildings
- Utilize Volt and Amp meters to troubleshoot controls
- Use vactor flusher to clean and maintain sewer lines, manholes, and wet wells, determining the correct hose to use, operating hose to clean pipe, maintaining appropriate water pressure, and checking to assure lines are clean
- Utilize Pipe Laser for installing new mains
- Use transit to determine elevations for lines, manholes, and wet wells
- Operate jackhammer and dump truck for cutting roads and clearing rock out of ditches
- Operate closed-circuit television truck and smoke testing equipment to inspect, analyze, and repair defects in the Wastewater Collection System

Assist with other Departments

- Perform duties with other departments when needed
- Use small crane for lifting motors
- Perform taps and work main breaks with the Water and Gas Departments
- Help with power outages and clearing lines with the Electrical Department
- Help in snow removal and patching roads with the Street Department

Perform Duties as Directed

JOB CONTEXT:

The Wastewater Collection Technician is a full-time, permanent position in the Water and Wastewater Department. The immediate supervisor for this position is the Water / Wastewater Supervisor. The person in this position is supervised daily, works regular hours with occasional

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working overtime or at night only in the event of an emergency or to assist other departments. There is no shift work associated with this position. The person in this position is on call on a rotational basis. 10% of the work done in this position is done indoors; 90% is done outdoors in all types of weather conditions.

There is exposure to chemicals and/or hazardous materials in this position such as weed killer, raw sewage, sewer gas, gasoline diesel fuel, cleaners, bleach, and paint on a regular basis. The stress level associated with this position is average. Physical work consists of, but is not limited to, digging, climbing, crawling, bending, and carrying equipment and supplies, shoveling, operating a jackhammer, and standing for a long period of time.

LICENSE AND CERTIFICATIONS:

- The person in this position must have and maintain a valid Commercial Driver's License, and obtain and maintain a Missouri Wastewater Operator certification or be able to obtain within 1 year.
- National Association of Sewer Service Companies (NASSCO) Certification, Pipeline Assessment and Certification Program (PACP), and Water Operators Certification and a Water Distribution Certification is preferred.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school diploma or its equivalent, at least two years of work experience in the wastewater collection system field.
- Inflow and infiltration or water distribution systems are preferred along with any combination of the following knowledge, skills and abilities

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledge of the principles, practices, procedures and equipment used in maintaining and repairing sewer systems
- Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment
- Knowledge of occupational hazards, safety precautions and regulations related to equipment operation
- General construction work
- Traffic laws and regulations governing the operation of equipment
- Ability to read and interpret a variety of maps, plans, construction diagrams, blueprints and survey data
- Federal and State regulations and laws governing water and sewer systems
- Operation of wastewater systems
- Proper installation, maintenance and repair of sewer and water pumps
- Proper storage and use of various chemicals and herbicides Safety

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- Proper use and basic maintenance of equipment, including service trucks, dump trucks and water jet truck
- Lift station operations and maintenance
- Basic principles and procedures of electrical work
- Basic carpentry work
- Maintenance and repair of all types of equipment
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Manage and plan many activities at one time
- Develops and maintains cooperative and professional relationships with citizens, employees, managers and representatives from other department and organizations
- Maintain working relationships with contractors and suppliers
- Prioritize equipment and material needed for the completion of work in accordance with sound time-management
- Ability to listen and understand directions, information and ideas presented verbally and in writing
- Measure chemicals accurately
- Complete required reports on a timely basis
- Diagnose problems within the water, and wastewater systems
- Apply appropriate solutions to problems
- Accurately locate buried sewer lines
- Operate equipment properly
- Maintain equipment and vehicles
- Examine equipment and determine what is causing a problem
- Complete all required paperwork
- Prioritize daily work flow
- Work as a team member with other employees
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

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This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.

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