

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Storm Drain/Wastewater Collections Specialist I*
Department: *Public Works*
Reports to: *Lead Storm Drain/Wastewater Collections Specialist*
Status: *Non-exempt /Union*

Job Summary:

Perform regular and recurring storm drain and wastewater collections system operations while following safety practices and procedures. Recognize training and skill development needed in specialized system functions. Duties are performed under close supervision until proficiency is demonstrated.

Essential Job Functions:

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects and seasonal factors:

1. Attend morning crew team meetings.
2. Maintain a personal log book and write reports as needed.
3. Assist in maintaining, inspecting and repairing storm drains catch basins, detention ponds, sewage pump lift stations and wastewater collection system components.
4. Set up traffic controls while observing safety procedures.
5. Cover long distances to deliver sewer cleaning notices.
6. Assist in operating specialized division equipment such as a high pressure sanitary sewer cleaner, street sweeper, flail/boom mowers, chemical grouting equipment, etc and install portable flow monitors.
7. Assist in the operating an in-line, single sanitary sewer camera. Input camera data (side sewer locations, manhole depths, bad spots in sewer lines and cracks, etc.) on a computer.
8. Assist in the ongoing inspection of existing sanitary sewer lines and new sewer line installations.
9. Set up, inspect and operate sanitary sewer safety equipment including, but not limited to, personal gas monitors, tripods, personal harness assemblies, self contained breathing apparatus and fresh air blowers.
10. Establish and maintain effectively working relationships with co-workers, supervisors, City officials, other City departments, and the general public to handle customer complaints and interact in a courteous and appropriate manner, sometimes in stressful situations.
11. Communicate with the public on wastewater collections system related matters.
12. Provide information to the department lead and engineering division regarding utility installation inspections.
13. Maintain records and enter data into maintenance management system.

Associated Job Functions:

1. Attend various workshops, continuing education, meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Skills in communicating and resolving issues effectively with the public and City staff in a courteous and helpful manner.
- Skills in troubleshooting and applying knowledge of storm drain and wastewater collection system operations to solve problems.
- Ability to gain a working knowledge of the City's storm drain and wastewater collections system operations.
- Ability to learn applicable federal, state and local regulations.
- Ability to communicate effectively in person or in writing.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to wear and work with respirators and other safety equipment.
- Ability to operate specialized and departmental equipment such as the large tandem axle combination sanitary sewer jet/vacuum truck, television/video inspection van and associated electronic components, dump truck, asphalt rollers, portable asphalt/concrete saws, gas powered tampers, single and tandem axle dump trucks, front-end loaders, backhoe, tractors, graders, mowers, sweepers, equipment trailers, hand and power tools, gas monitors, tripods, personal harness assemblies, self-contained breathing apparatus and fresh air blowers and other division equipment.
- Ability to interpret information, reason and use good judgment.
- Ability to learn to perform regular and recurring work assignments proficiently and independently.

- Ability to learn to read and interpret blue prints, specifications, maps and technical manuals.
- Ability to perform work in accordance with traffic controls and sound safety practices.
- Ability to utilize hand and power tools, sewer and storm drain maintenance and cleaning equipment such as tandem axle combination sewer jet; tandem axle truck and pick-up truck; technical television sewer line camera and video truck and associated electronic components.
- Ability to learn to operate a personal computer and associated software.

Working Environment and Physical Demands:

Work is performed out of doors (in all types of weather conditions) throughout the City storm drain and wastewater collections system locations. Requires normal visual and hearing acuity, physical endurance and substantial manual dexterity; the ability to be on one's feet, ascend stairs/ladders, bend, stoop and kneel and move items weighing in excess of 50 pounds. Work may be performed in confined spaces with a 25 inch diameter entry, elevated areas requiring fall restraints and around dangerous machinery. Exposed to hazardous chemicals, electric hazards, noxious fumes, toxic substances and a noisy environment. Work also involves equipment operation in heavy traffic and excavating in proximity to overhead and underground utilities. Weekend and after-hours work is sometimes required as well as after-hours response to situations and emergencies.

Experience and Training Requirements:

- High school graduation or GED equivalent, *and*
- One (1) year of general work or building experience with customer service duties and problem solving.
- Must be able to obtain certification in State of Washington Wastewater Collections within one (1) year of hire date.
- Must obtain and maintain CPR and Industrial First Aid certification within six (6) months of hire date.
- Must obtain and maintain Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire date.
- Must complete confined spaces training at available state class within one (1) year of hire date.
- Must be able to obtain other specialized certifications in specific areas of work.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class B, including Medical certification, at time of hire.
- Must obtain Commercial Driver's License (CDL) Class A within one (1) year of hire date.
- Must pass criminal background and driver's abstract check prior to hire.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95

FLSA: Non-exempt

Revised: NWM/HR 7/04, PW/HR 1/05, PW/HR 1/06, PW/HR 6/09, PW/HR 2/12, HR 12/14, HR 12/15

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.