

CITY OF OAK HARBOR

JOB DESCRIPTION

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

Job Summary:

Perform routine, advanced and specialized storm drain/wastewater collections system troubleshooting, customer service, rounds, maintenance, installation, repair and emergency service work while following safety practices and procedures. May lead and direct storm drain and wastewater collections crews on jobs in the absence of the lead storm drain/wastewater collections specialist when assigned.

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. Assist the lead storm drain/wastewater collections specialist with day-to-day division planning, meetings, training, and projects.
2. Assist in coordinating jobs with other divisions, customers and contractors.
3. Coordinate and perform storm drain and wastewater collection system jobs such as checking lift stations, cleaning sewer lines, mowing/grading shoulders, installing catch basins and maintaining the sewer systems.
4. Coordinate and perform ongoing inspections of existing sanitary sewer lines. Inspect new sewer line installations. Make a video of the inside of the new pipes.
5. Instruct team members in the safe and effective use of City sanitary sewer and storm drain cleaning and inspection equipment.
6. Inspect and perform preventive maintenance including, but not limited to, sanitary sewer lift stations, air compressor vaults, carbon odor control scrubbers or flow metering vaults.
7. Direct crew safety. Set up traffic cones and traffic controls.
8. Clean and service division tools and equipment. Keep records of cleaning and inspections.
9. Advise the Lead and supervisory personnel regarding storm drain and wastewater collections problems.
10. Prepare reports.
11. Establish and maintain effective and cooperative working relationships with co-workers, supervisors, City officials, other city departments and the general public.
12. Respond to customer and public inquiries in a courteous manner. Assess concerns or complaints, problem solve and follow-up with customers, the public, other specialists, supervisory personnel and/or others when appropriate.
13. Assist with maintenance management program inventory, work orders, data entry and reports.
14. Maintain daily log and preparing reports.
15. Serve as a back-up to the Storm drain/Wastewater Collections Lead.
16. Assist with budgeting.

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):

- Knowledge of ordinances, regulations, policies, procedures and work practices related to the City's sanitary sewer collections system, sewer pump stations, odor control and storm drain equipment.
- Skills in communicating and resolving issues effectively with the public and City staff in a courteous and helpful manner in situations that are sometimes stressful.
- Skills in troubleshooting and applying knowledge of storm drain and wastewater collection system operations to solve problems.
- Ability to read, interpret and apply written instructions, blue prints, technical manual information, City ordinances and applicable regulations and standards.

- Apply storm drain and wastewater collections technical and practical knowledge to resolve unusual and irregular problems, and to contribute suggestions for improvements and procedures.
- Ability to wear and work with respirators and other safety equipment.
- Ability to communicate effectively in person or in writing.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Maintain requirements for cleaning sewer lines, lift station and wet well maintenance, cleaning catch basins, inspections, special projects, traffic, safety, customer service and complaints and other matters.
- Train and direct less-experienced employees and work cooperatively with co-workers, supervisors and the public.
- Ability to operate a personal computer with associated software and other standard office equipment.
- Ability to assess and respond to emergency calls during off-duty hours.
- 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 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.

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 extremely confined places, elevated areas requiring fall restraints and around dangerous machinery. Requires ability to wear and work with respirators and other safety equipment. Individuals are 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:

- HS graduation or GED equivalent **with** continuing education, workshops and classes, **and**
- Three (3) years of Public Works experience (or equivalent experience) **with** a minimum of two (2) years as a Storm Drain/Wastewater Collections Specialist.
- Must obtain and maintain a Washington State Department of Transportation certification in flagging, traffic control and safety, as well as CPR and Industrial First Aid certification within six (6) months of hire date.
- Must complete confined spaces training at available state class within one (1) year of hire date.
- Must obtain and maintain certification in State of Washington Wastewater Collections Group I within one (1) year of hire date.
- Must be able to obtain and maintain other certifications in specific areas of work as necessary.
- Must pass criminal background and driver's abstract check prior to hire.
- Must have a Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class A with a tanker endorsement, including Medical Certification, at time of hire.
- Must pass drug screening at time of hire and periodically at the City's option.

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
Revised: NWM/HR 7/04, PW/HR 6/09, HR 3/12, HR 12/15

FLSA: Non-exempt
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.