

City of Dunedin, Florida
Class Description

JOB TITLE: Wastewater Collection Technician

Public Works & Utilities Department
Wastewater Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of City sewer lines and/or the monitoring and maintenance of lift stations. Provides leadership and limited supervision of assigned Service Workers. Performs related work as required. Reports to the Wastewater Collection System Superintendent or Wastewater Collection Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Performs preventive maintenance, cleaning, repair and replacement of sewer lines.

Locates sewer lines.

Monitors and maintains lift stations, including pumps, meters, valves, control boxes, and related equipment.

Compiles data for and prepares a variety of required reports and records.

Performs general grounds keeping and maintenance duties as necessary.

Operates equipment including a backhoe, Sewer Cleaner / Vac Truck, Harben hi-pressure cleaner, bobcat, dump truck, truck, welding equipment, rodding machine, sewer television diagnostic equipment, air compressor, and various hand and power tools to complete daily tasks.

Assists in the cleaning of sewer mains and in the installation, repair and/or replacement of sewer mains, laterals, manholes, to include trenchless technologies such as sectional main line and lateral lining repairs.

Performs all duties in compliance with all applicable policies, procedures, laws, codes, safety and health regulations.

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Wastewater Division; Collections**

Provides leadership and limited supervision of assigned Wastewater Service Workers. Enforces co-worker's compliance with employee safety / traffic and road safety rules and regulations.

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services.

Responds to emergencies as required; subject to call back.

Attends meetings, workshops and training to enhance job knowledge and skills.

Orders materials and parts as needed.

Responds to sewer blockages and spills.

Assists other departments when required.

ADDITIONAL JOB FUNCTIONS

Performs duties of other division personnel as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with three years of experience in public wastewater systems operations and/or heavy equipment operations.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires certification as a class "C" Wastewater Collection Technician.

Must possess a valid Florida class "B" CDL with appropriate endorsements within a year.

May require additional certifications as deemed necessary by supervisor.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated. Responds to emergencies as required; subject to call back.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Wastewater Collection Technician. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of wastewater collection systems and their maintenance and repair, and other fields applicable to the requirements of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as a forklift, bobcat, backhoe, truck, hand tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a wide variety of reference and/or descriptive data and information.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items. Requires sufficient hand/eye coordination to perform semi-skilled/skilled movements, as in mechanical repair work and machinery control.

Sensory Requirements: Some tasks require visual, olfactory, depth, texture and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, insect bites, disease/pathogens, electric currents, machinery hazards, traffic hazards, vibrations, and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Public Works & Utilities Director / City Engineer



Date