

**CITY OF SEDRO-WOOLLEY  
JOB DESCRIPTION**

**Position:** Wastewater Collection Specialist  
**Department:** Public Works, Wastewater Division  
**Position Status:** Full Time (Union)  
**Work Location:** Varies

**GENERAL PURPOSE:**

This position is an integral part of the team providing the City of Sedro-Woolley with an efficient and safe Public Works Department. Performs a variety of skilled technical and maintenance duties in the operation, maintenance and repair of wastewater collection systems; operates a variety of equipment and trucks utilized in construction, maintenance and repair activities. Because of the small size of the city staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

**WORK SCHEDULE:**

Normal work schedule is 40 hours per week, which may include weekend hours as determined by Supervisor or Public Works Director to ensure coverage.

**SUPERVISION RECEIVED:**

Works under the supervision of the Public Works Director through Wastewater Treatment Plant Supervisor or Lead Operator.

**SUPERVISION EXERCISED:**

None, but may rarely supervise Public Works Workers I, community service workers, jail workers, temporary and/or seasonal workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Efficiently operates Vac/Jet truck and CCTV Truck in the maintenance and operation of a sanitary sewer system; efficiently operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.

Performs work in the maintenance and construction of sanitary sewer systems.

Maintains accurate records of work completed and other required records; utilize ARC Map, GIS and IT Pipe software to track and organize collected data; analyze

data and makes recommendations to Supervisor or Engineer for system repairs.

Perform all duties in conformance to appropriate safety and security standards.

Perform routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to immediate supervisor.

Locate sanitary sewer and storm lines within the City.

Efficiently operates all types of city equipment as needed including but not limited to CCTV Equipment, Vacuum/Jet Equipment, smoke injection systems, backhoes, dump trucks, small compact equipment, and other equipment required to clean, maintain, inspect, and monitor sewer collection and conveyance lines.

Cleans, inspects, maintains, and monitors manholes.

Locates and eliminates illicit connections to the sanitary sewer system.

Perform duties of pump station maintenance involving wet wells.

Maintains and monitors vaults of different varieties for various purposes.

Perform daily inspection of vehicle and equipment prior to driving or operating.

Participates in major and minor project work; improving, replacing or relocating new collection systems.

Provides support, security, and communication as needed when responding to alarms

Performs a variety of recordkeeping duties; creates new log books and properly stores old records and log books; completes, maintains, and files a variety of forms, lists, records, schedules and informational logs.

Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjusts collection system and pump station processes.

Performs a variety of public relations related duties; conducts tours and provides educational information; receives, investigates, documents, and responds to odor complaints; receives telephone inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary, maintains good relations with professional and business contacts.

Participates in a variety of training activities; studies equipment manuals for all equipment; receives and applies training on new equipment and processes as well as initial and periodic refresher training on

procedures, systems, equipment and safety related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and processes; participates in all and conducts assigned safety meetings; may provide training to new operators-in-training and interns on collection equipment.

Performs and participates in a variety of safety related duties and activities; follows all safety plans and procedures when performing work; uses appropriate safety devices, equipment and personal protective equipment; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals; maintains familiarity with the Chemical Hygiene Plan; maintains familiarity with chemical handling procedures and responses; maintains and inspects all personal protective equipment and restocks as necessary; performs proper lock-out/tag-out procedures; employs correct confined space procedures, secures facility perimeter and ensures buildings and vehicles are secure.

Responds to emergency locates and sewer complaints after normal working hours emergencies and required jobs. Uses sound professional judgement to determine proper response to emergency situation, notify supervisory staff as necessary.

Safely operates a utility truck and pickup in and out of plant and operates forklift inside the plant grounds as required.

Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.

Serve as a member of various employee committees, as assigned.

May perform short-term duties in other divisions as required.

Maintains ability to be reached by City to greatest extent practicable.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- (A) Graduation from high school or GED equivalent.
- (B) Experience involving the use of medium and heavy equipment to utility or other approved public works systems.
- (C) Any equivalent combination of relevant education and experience.
- (E) Desirable to have experience in a wastewater utility.

**Necessary Knowledge and Skills of:**

- (A) Operations, services, activities, and terminology of a sanitary sewer collection program.
- (B) Principles, practices, chemicals, and operating procedures related to the operation and maintenance of a sanitary sewer system.
- (C) Materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of the sanitary sewer collection system.
- (D) Operating principles of pump station including large pumps, valves, and motors.
- (E) Methods and techniques of reading and interpreting gauges, recording devices, and related monitoring systems.
- (F) Maintenance, repair and troubleshooting principles and practices including preventative maintenance procedures.
- (G) Emergency maintenance and repair procedures related to sanitary sewer collection system.
- (H) Mathematical calculations used in collection system operations.
- (I) Hydraulic principles of piping systems.
- (J) Plumbing systems and material selection.
- (K) NPDES permit requirements, and other pertinent federal, state, and local laws, codes, and regulations.
- (L) Operational and safety regulations pertaining to collection system operations.
- (M) Occupational hazards and standard safety precautions.
- (N) Principles and procedures used in the proper handling of chemicals
- (O) Basic mechanical, electrical, pneumatic, and hydraulic principles.
- (P) Principles and practices of customer service.
- (Q) Office procedures, methods, and equipment including computers and applicable software applications.
- (R) Principles and practices of record keeping.
- (S) Basic principles of training.

**Necessary Abilities to:**

- (A) Operate and maintain a variety of sanitary sewer collection equipment.
- (B) Read and interpret gauges, meters and other indicator or instrument readings and take effective course of action.
- (C) Diagnose operational problems and perform effective maintenance on equipment.
- (D) Perform mechanical repairs.
- (E) Evaluate information and respond accordingly to ensure adherence to federal and state limits and requirements.
- (F) Compile and record complex data and information.
- (G) Read and interpret drawings, utility maps, equipment instructions and maintenance manuals.
- (H) Maintain accurate and detailed logs and records of work and tests performed.

- (I) Complete emergency response training and perform in emergency situations.
- (J) Respond to emergency situations outside of normal working hours.
- (K) Work well with others in a team environment.
- (L) Complete work within an assigned time frame.
- (M) Perform math calculations related to collection systems and related testing and analysis.
- (N) Operate assigned equipment and tools in a safe and effective manner.
- (O) Operate office equipment including computers and applicable software applications.
- (P) Work independently in the absence of supervision.
- (Q) Demonstrate strong problem solving and decision making skills.
- (R) Display attention to detail.
- (S) Perform manual labor.
- (T) Follow detailed oral and written instructions.
- (U) Demonstrate an awareness and appreciation of the diversity of the community.
- (V) Communicate clearly and concisely, both orally and in writing.
- (W) Establish and maintain effective working relationships with those contacted in the course of work.

**Licenses Required:**

- (A) Valid Washington State Driver's license with Class B CDL, Air Brake Endorsement and Tanker Endorsement.
- (B) Valid First Aid and CPR cards or ability to obtain within six months.
- (C) Valid Washington State Traffic Control FLAGGER license or ability to obtain within six months.
- (D) Must successfully complete annual Methamphetamine lab training.
- (E) Wastewater Collection Specialist Certification or obtain one within 1 year.

**Other Licenses which are Desired and may be Required:**

- (A) Erosion and Sedimentation Control (ESC Lead) certified.
- (B) Pesticide Certification.
- (C) Operator-in-training license

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including pickup truck, utility truck, dump truck, loader, back-hoe, utility truck, vacuum/jet equipment, street roller, man lift, tamper, vibrating plate compactor, various types of saws, pumps, propane kettle, various types of compressors, sanders, generators, jackhammer, ditch witch, pressure washer, winch, welder, acetylene cutting torch, plasma cutter, wirefeed MIG and stick welders, and brush chipper.

Lawn and landscaping equipment, including tractors,

mowers, chainsaws, edgers, weed trimmers, turf removers, electric motors, pumps, sprinklers, irrigation systems.

Common hand and power tools, including shovels, wrenches, pitch fork, pick axe, rake, hydraulic jacks, hydraulic and pneumatic lifts, detection devices, mobile or portable radio, phone, and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and concrete finishing work;

Janitorial equipment including mops, brooms, buffers, and dusting equipment.

Office equipment, including personal computer with word processing and other software, copy machine, fax machine, and any other that may be necessary to performance of duties.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:** Primary functions require sufficient physical ability to work in a plant and field setting and operate assigned equipment.

**Continuous:** Walking, sitting, standing

**Frequent:** Bending, stooping, squatting, kneeling, climbing up and down ladders and ascending or descending stairs; hand strength and manual dexterity to grasp and manipulate tools, parts and supplies; fine finger dexterity to operate computer and laboratory equipment, lifting of objects weighing up to 25 lbs.

**Occasional:** Reaching at and above shoulder height, balancing above ground, pushing and pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck, lifting of objects up to 60 lbs. without assistance

**Infrequent:** Crawling, lifting objects weighting more than 60 lbs. with or without assistance.

**Focus:** Sustained attention to functioning machinery and equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, meter-reading equipment, dials, gauges, lab apparatus and to operate vehicles and equipment; color vision acuity.

**Hearing:** Hear in the normal audio range with or without correction.

**Smell:** Sufficient to detect odors and abnormal equipment conditions.

**Touch:** Sufficient to identify abnormal temperature or vibration in equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environment:** Wastewater collection system. Exposure to noise of machinery and other equipment; mechanical and electrical hazards of operating equipment; fumes and odors of sewage, chemicals, and gases; potential contact with raw sewage; toxic substances such as chemicals, cleaners, solvents, and gases; all types of weather and temperature conditions. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Subject to 24-hour emergency callbacks; may require working varying hours, overtime, weekends, and holidays. Work environment is informal, team-oriented, having both routine and variable tasks with variable pace and pressure. Work is performed in both indoors in plant area and outdoors in field and collateral facilities.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Preference will be given to those able to respond under normal traffic conditions to reach the City Limits of the City of Sedro-Woolley within 5 minutes, or able and willing to relocate within 12 months.

Preference will be given to those who have significant skills, licenses, or certifications associated with the position to be filled. Desirable qualifications may be considered minimum qualifications, depending on the needs of the City. City management reserves the right to select the best qualified candidate for any position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: April 1, 2016  
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2006; August 13, 2013; March 24, 2016; January 9, 2018 (draft revisions)