



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Collection System Technician	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD) (AFSCME #8)	Position Type:	Full Time
Typical Work Schedule:	7:00 am – 3:00 pm Mon - Fri	Pay Range:	County Compensation Plan
Contact Information:	740/833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for the maintenance of the Collection System and the protection against any unauthorized discharges to protect water quality. Individual reports to the Collection System Manager.

Job Standards

A high school diploma or equivalent is required.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

OEPA Wastewater Operator or Collection System Operator Certification is preferred.

Pipeline Assessment Certification Program, Manhole Assessment Certification Program, and Lateral Assessment Certification Program certifications are required within three-years of employment.

All required licenses and certifications must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Inspects the existing sewer system for Inflow & Infiltration (I & I), blockages, and odors;
- Read and interpret blueprints, standard drawings and equipment manuals;
- Repairs manholes and perform routine maintenance on wet wells, force mains and gravity lines;
- Assist in the maintenance of the grounds throughout the Sewer District including but not limited to Regional plants, package plants, Lift Stations, and Sewer Easements;
- Maintains, inspects and monitors the DCRSD Fat, Oil and Grease (FOG) program;
- Operate collection system equipment; e.g. Vac Truck, Jet truck, Sewer Camera systems, Air release valves, and in-line valves, etc.;
- Must follow safety practices as required by the County; e.g. Arc flash safety, chemicals and associated SDS's, Lock Out/Tag Out, Confined Space, CPR and first aid training, gas monitoring equipment, safe climbing practices, forklift operation, crane operations, etc.;
- Responds to declared county emergencies and other emergency situations that may require the use of equipment to protect the public health;
- Maintains readiness and have the ability to properly use portable generators, portable pumps, and all other emergency response equipment;
- Operates, calibrates, and maintains chemical feed systems for odor control throughout the sewer district;
- Performs composite sampling at site locations of industrial/commercial accounts per approved standard operating procedures;
- Maintains accurate and up-to-date recordkeeping of sampling events and documentation to support proper Chain-of-Custody procedures;
- Ability to perform analytical testing of collected samples for biochemical oxygen demand and total suspended solids when necessary;
- Regularly cleans the field sampling equipment, maintains, and orders replacement parts, as needed;
- Maintains the field sampling work area, assigned work area and the laboratory and leaves in a clean and orderly manner;



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ESSENTIAL JOB FUNCTIONS CONTINUED:

- Performs site surveys of potential new accounts for the Commercial Surcharge Monitoring Program and assist the Sanitary Engineer's office to insure the proper installation of approved sampling locations;
- Conducts inspection of assigned work areas;
- Clears blocked sewer lines;
- Performs mainline point repairs;
- Creates, reviews, and implements Work Zone safety plans including but not limited to road closures, lane restrictions and right of way work;
- Overtime as required;
- General knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, Outlook and other asset management software;
- May be assigned to serve as the operator of record or backup as required, if individual possesses appropriate licensure;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

I. SKILLS AND KNOWLEDGE:

Equipment:

- Individuals uses the following hand tools including, but not limited to, shovels, rakes, cement mixing box, trowels, hand clamps, 2-way radio, magnetic detector; gas powered weed eater;
- Individuals uses the following specialized tools including, but not limited to, pneumatic plugs, smoke detection equipment, portable pump and generators, dyes;
- Individual uses the following equipment including, but not limited to, chemical feed pumps, hand held power tools, confined space entry equipment, camera truck, jet truck, jet/ vacuum truck, skid steer, fork lift, excavators, tractors, loaders, mowers, gas monitors, easement machine, sludge truck;
- Individual uses the following as safety protection including, but not limited to, safety harness, fall protection, tripod, winches, blower, safety shoes, rubber gloves, and eye protection.

Critical Skills/Expertise:

- General knowledge of confined space entry equipment and procedures;
- General knowledge of the occupational hazards associated with confined spaces and the removal of manhole covers;
- General understanding of the necessity for proper sample collection, preservation, and documentation including Chain-of-Custody protocols;
- General knowledge of pipes, pumps, motors, valves, and related equipment;
- General knowledge of wastewater treatment chemicals and associated Safety Data Sheets;
- Masonry, pipe fitting, and Concrete Finishing;
- Collect and track laboratory data such as pH, temperature and residual nitrates in the influent and effluent flow of the pump stations and chemicals supplied by the County's vendors;
- Ability to distinguish the different locations of each facility in the district and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge and adherence to follow safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to



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gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Collection System Technician

PCN#: 1192019108
 Job Code: 19107
 Skill Level: 1
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Collection System Technician 1

PCN#: 1192019209
 Job Code: 19207
 Skill Level: 2
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Collection System Technician 2

PCN#: 1192019310
 Job Code: 19307
 Skill Level: 3
 Wage:
 FLSA Status: Non-exempt
 Civil Service Class: Classified

Adopted by Resolution: 3/10/14