



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Lead Collection System Technician	Department:	Regional Sewer District
Position Type:	Full-time 40 hours per week	Address:	Alum Creek Water Reclamation Facility (ACWRF) 7767 Walker Wood Blvd Lewis Center, OH 43035
Bargaining Unit:	AFSCME #8		
Typical Work Schedule:	7:00 a.m. to 3:00 p.m. Monday through Friday	Pay Range:	
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 assisting management in the maintenance of the Collection Systems 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 and three years experience in a wastewater treatment facility combined with the demonstrated ability to manage and lead subordinate personnel required.

Operator must have a valid Ohio Driver's License, CDL class B with necessary endorsements, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

An Ohio EPA Class II Wastewater Collection System Operator Certificate, or an Ohio EPA Class II or III Wastewater Operator Certificate and Pipeline Assessment Certification Program, Manhole Assessment Certification Program, and Lateral Assessment Certification Program certifications are required.

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

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Oversees the completion of projects and work orders as assigned by the Collection System Manager.
- In the absence of Manager, distribute work orders as needed;
- Plans, collects quotes, orders parts, and other aspects of completing procurement for projects;
- May be assigned to serve as the operator of record or backup, as required, if individual possesses appropriate license;
- Plans and schedules the preventative sewer cleaning program and providing for emergency cleaning and repair as required;
- Implements, updates and manages the DCRSD Fat, Oil and Grease (FOG) program;
- Inspects the existing sewer system for Inflow & Infiltration (I & I), blockages, and odors;
- Reads and interprets blueprints, standard drawings and equipment manuals;
- Repairs manholes and perform routine maintenance on wet wells, force mains and gravity lines;
- Maintains the grounds throughout the DCRSD including but not limited to Regional plants, package plants, Pump Stations, and Sewer Easements;
- Operates collection system equipment; e.g. Vac Truck, Jet truck, Sewer Camera systems, Air release valves, and in-line valves;
- Follows safety practices as outlined by the County, e.g. Arc flash safety, chemicals and associated SDS, Lock Out/Tag Out, Confined Space, CPR and first aid training, gas monitoring equipment, safe climbing practices, forklift operation, crane operation, 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 properly uses portable generators, portable pumps, and all other emergency response equipment;



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- Thorough ability to operate, calibrates, and maintains chemical feed systems for odor control throughout the DCRSD;
- 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;

ESSENTIAL JOB FUNCTIONS CONTINUED:

- Ability to perform analytical testing of collected samples for biochemical oxygen demand and total suspended solids when necessary;
- Performs site surveys of potential new accounts for the Commercial Surcharge Program;
- 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;
- Uses specialty equipment to perform routine maintenance throughout the DCRSD;
- Perform 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;
- Ability to use computer programs such as Microsoft Word, Excel, Access, Outlook and other asset management software
- 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;
- 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:

- Thorough knowledge of confined space entry equipment and procedures;
- Thorough knowledge of pipes, pumps, motors, valves, specialty and related equipment;
- Thorough knowledge of wastewater treatment chemicals and associated SDS;
- 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;
- Masonry, pipe fitting, and Concrete Finishing;
- Helps monitor the Collections System portion of the budget and makes necessary adjustments throughout the fiscal year;
- Collect and track laboratory data such as pH, Temperature and residual nitrates in the influent and effluent flow of the lift stations and chemicals supplied by the County's vendors;
- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;



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- 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, adherence to follow and ensure compliance with 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. Manager 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 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 Managers, co-workers, subcontractors, and other departmental personnel.

LEAD COLLECTION TECHNICIAN FUNCTION:

Span of Control: Individual may lead the following employees:

Collection System Technicians

Primary Functions:

Planning: Individual assists in the planning and achievement of short and long term goals.

Organizing: Individual assists in the coordination of maintenance projects for operations to achieve project goals.

Budgeting: Individual assists in the preparation and recommendations of the budget for operations of the facilities.

Instructing: Individual instructs subordinates in proper operations, sampling techniques, etc.

Training: Individual trains technicians in the proper duties and techniques for the facility.



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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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Lead Collection System Technician

PCN#: 1192019611
Job Code: 19607
Skill Level: 6
Wage:
FLSA Status: Non-exempt
Civil Service Class: Classified

Adopted by Resolution: 3/10/14