

Job Description

Job Title:	Field Operations Technician
Department:	Collections
Reports To:	Superintendent
FLSA Status:	Nonexempt
Approved By:	Utility Director
Approved Date:	November 1, 2017
Range Starts at:	\$19.47/hour

SUMMARY: This position is responsible for the operations and maintenance of the Clay Township Regional Waste District (CTRWD) collection system.

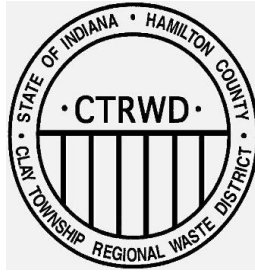
All Employees at CTRWD are expected to model the District's vision and mission.

VISION: "To become a model regional utility."

MISSION: "To provide high quality, cost-effective sanitary sewer service to our community."

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develops and completes the appropriate paperwork for all inspections performed.
2. Provides air relief valve installation and maintenance and inspections of check valves.
3. Services all manholes to include, but not limited to: locating, inspection, identifying issues in need of repair, making repairs, replacing broken or missing bolts and washers, replacing faulty steps, grouting of chimney's and barrel sections, resetting castings and riser rings, repairing and resealing joints, repairing squirting holes, etc.
4. Maintains sewer lines to include, but not limited to: cleaning, clearing blockages, vacuuming debris, etc.
5. Maintains sanitary overflows to include, but not limited to: sampling, containment, cleaning, disinfecting, and properly reporting all overflow information.
6. Operates, services and maintains all company vehicles and equipment to include, but not limited to: jet/vac truck, crane trucks, generators, trailers, pump hoist, tripod/winch system, safety harness and outriggers, etc.
7. Maintains and troubleshoots odor control units.
8. Services all properties landscapes to include, but not limited to: mowing grass, spraying for weeds, seeding and fertilizing the laws, easement cleaning and clearing, fence repair and maintenance, snow plowing, applying ice melt, etc. Maintains and services all equipment and tools used in landscaping.
9. Services all properties buildings to include, but not limited to: painting, general maintenance, etc. Maintains and services all equipment and tools related to building maintenance.
10. Services all lift stations to include, but not limited to: inspections, cleaning, replacing and troubleshooting floats and transducers, etc.
11. Services all pumps to include, but not limited to: inspections, pulling and installing, inventory and inventory control of pumps and replacement parts, etc.
12. Maintains and operates all portable and back-up pumps and flow meters.
13. Services all electrical panels to include, but not limited to: inspections, replacement of components, troubleshooting, inventory of replacement components, generator connection, etc.
14. Maintains and troubleshoots issues with macerators.
15. Fields calls after hours from the Emergency Call Center and the Supervisor Control and Data Acquisition (SCADA) Alarm System.



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16. Completes emergency locates and responds to after hour calls and mobilization of equipment when necessary.
17. Performs traffic controls when necessary, visually communicates traffic signaling as a form of communication with customers, sets-up safety cones in work zones, etc. as needed.
18. Performs smoke and dye testing, as needed.
19. Identifies environmental hazards and recognizes hazardous communications guidelines for the use of chemicals as well as chemical storage procedures.
20. Enters work orders and other field data into the database using the appropriate handheld device.
21. Assists employees in the plant, as needed.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty and responsibility according to the requirements of CTRWD. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

District-related Competencies – To perform this job successfully, all employees of CTRWD must demonstrate the following competencies;

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of CTRWD above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

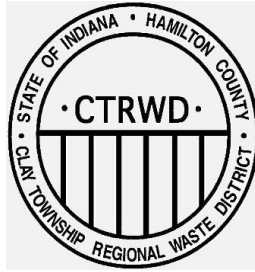
Organizational Support – Follows policies and procedures including but not limited to safety, drug-free workplace, and personal conduct;; completes administrative tasks correctly and on time; supports CTRWD's goals and values; benefits CTRWD through outside activities; and supports affirmative action and respects diversity.

Oral and Written Communication – Speaks clearly and persuasively in positive or negative situations; Listens to others without interrupting; Keeps emotions under control while remaining sensitive to professional ethics, gender, cultural diversities, and disabilities; Remains open to others' ideas and tries new things; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, incumbents in this job should demonstrate the following competencies;

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Keeps accurate records for the department and District.



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Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly; Is able to work on several tasks at same time.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Confidentiality – Provides public access to or maintains confidentiality of department information and records according to State requirements.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience. Experience working with hand tools, power tools, and electrical meters is desired. The ability to assist with pump repairs is required. A functional understanding of the CTRWD system is desired.

LANGUAGE SKILLS: Ability to read, analyze, and interpret flow reports, maps, drawings, schematics, technical journals and other technical documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, members of the business community, and the Board of Trustees. Ability to speak effectively in front of individuals or groups of individuals.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

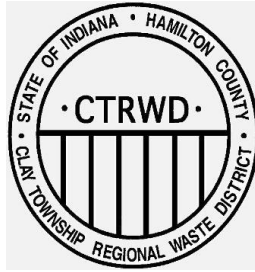
REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONSEQUENCE OF ERRORS: Incumbent performs recurring duties with work priorities and schedules determined by supervisor, following standard operating procedures or policy and procedural manuals. Incumbent must receive supervisor's permission to deviate from standard operating procedures, and work is primarily reviewed for attainment of objectives. Errors in work may lead to loss of time to correct error, damage to equipment, and/or potential endangerment to self or others.

CERTIFICATES, LICENSES, REGISTRATIONS: A commercial driver's license (CDL) B with a tanker endorsement is required or shall be obtained within six months. An Indiana forklift certificate is required or shall be obtained within 6 months. The ability to obtain an IWEA Wastewater Collection System Operator Class CS-II certification within the first year of employment.

OTHER SKILLS AND ABILITIES: Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires a general knowledge and understanding of: landscaping practices and procedures; electrical systems; electrical components; programmable logic controllers; hydraulic systems; generators; back-up pumps; portable pumps; lock out/tag out procedures; budget information; VFD; Cartography; and lateral cameras; all while paying close attention to detail is essential.

OTHER QUALIFICATIONS: Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint and Adobe. In addition, this position requires travel to various locations while performing the essential



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duties and responsibilities of the job. Incumbents must also participate in and practice all safety training as provided by CTRWD.

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; and lift and/or move up to 50 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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.

The normal office hours at CTRWD are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, employees in this position may be required to work additional hours to meet the demands of the job, which includes mandatory on call hours.

While performing the duties of this job, the employee frequently is exposed to: working near moving mechanical parts; the risk of electrical shock; vibration; and all weather conditions. The employee may occasionally be exposed to: explosive and hazardous materials; confined space entry; and fumes or airborne particles. The employee may occasionally be exposed to: working in high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.