



COLLECTION SYSTEM WORKER I

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 1/7/2024

GRADE 2 STEP 1

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, performs a variety of semi-skilled and skilled duties in inspecting, installing, maintaining, and repairing wastewater collection systems of the Town of Jonesborough, including the installation, repair, and maintenance of force mains, gravity mains, manholes, septic tanks, S.T.E.P. units, pump stations, cleanouts, and service laterals. Other responsibilities include training new employees, supplying proper records, assisting other departments or work groups, and any other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Collection System Worker I is an entry level position in the wastewater collection system. At this level, employees learn and perform a limited range of less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Collection System Maintenance Supervisor, Wastewater Construction Supervisor, Assistant Environmental Services Director, or the Environmental Service Director under the guidance and supervision of the Utility Manager.

Technical and/or functional work direction may occasionally be provided by a Collection System Worker II-IV in the absence of an immediate supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Repairs wastewater lines, manholes, frame and covers, septic tanks, pump systems, and piping systems; repairs wastewater taps and cleanouts; performs ground excavation work; mixes, rakes, and spreads asphalt; and patches and/or repairs excavations.
2. Locates, identifies, and marks wastewater system facilities, including manholes, valves, cleanouts, tanks, and lines; assists in updating supervisors on wastewater mapping and atlas functions.
3. Inspects, operates, and exercises pump systems to ensure proper operability and function; inspects manholes, lines, tanks, and other wastewater apparatuses to ensure functionality and longevity.
4. Install wastewater taps, laterals, cleanouts, frame and cover, pumps, valves, and piping systems.
5. Utilizes hand and power tools applicable to the work, including camera equipment, jetting equipment, vac equipment, hydro excavation equipment, laser transits, jackhammer, pipe saw, welding and cutting equipment, service trucks, pump trucks, and various related tools.
6. Maintains equipment and tools in a safe, efficient manner.
7. Utilizes GIS, maps, and drawings to locate work site areas in coordination with supervision.
8. Maintains accurate records and logs of work performed, including service orders and other simple reports; uses and operates Windows computer systems, smartphones/tablets, data entry devices, written documentation, and other general clerical skills.
9. Ability to understand and follow oral and written instructions.
10. Performs all work in accordance with established safety policies and procedures, including OSHA regulations relating to trenching, shoring, chemical handling, confined spaces, PPE, and basic utility safety.
11. Ensures work, maintenance, and repairs are completed correctly to avoid recurring failures.
12. Communicate with supervisors and teammates before, during, and after performing tasks.
13. May assist in orientating and training new personnel; make recommendations on improvements to job procedures.
14. Ability to perform heavy manual labor under favorable and unfavorable conditions.
15. Ability to establish and maintain an effective working relationship with the public and other employees.
16. Knowledge of accepted utility construction principles.

17. Knowledge of the Collection System layout, line locations, line sizes, manhole locations, septic tank locations, and pump system locations.
18. Wastewater Utility Workers are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Town's needs and respond as a Disaster Emergency Service Worker. Often, work will require direct contact with raw sewage while utilizing appropriate PPE.
19. Regular and reliable attendance at the work site.

Marginal Functions:

1. Performs weed abatement duties at various sites.
2. Performs related duties and responsibilities as required.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Methods and techniques of general construction, maintenance, and repair relating to the Town's wastewater mains, pump stations, STEP units, septic tanks, manholes, laterals, and cleanouts.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Town service area and locations of facilities and equipment.
- Wastewater operations, including the various types of systems, controls, equipment, motors, drives, pumps, engines, valves, pipes, fittings, and measuring devices.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.

Skill in:

- Operating various vehicles and stationary mechanical equipment safely and effectively.
- The use of standard construction hand and power tools and equipment.

Ability to:

- Learn and perform a variety of construction, maintenance, and repair work on wastewater facilities.
- Learn and apply plumbing, mechanical, welding, and electrical maintenance and repair techniques.

- Perform heavy manual labor for extended periods in a variety of conditions.
- Lift and carry items weighing up to fifty pounds without assistance.
- Work alone or part of a crew.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Establish and maintain cooperative working relationships with those contracted in the course of work.

REQUIRED QUALIFICATIONS:

- Possess a valid Tennessee Driver's License.
- Education is equivalent to a High School Diploma.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or another water; work and or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Employees require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, sometimes in

confined spaces or trench excavations, wear protective apparel, and able to carry up to fifty (50) pounds. Operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.