

City of Medical Lake



Job Description

Job Title: Collection Specialist

Department: Public Works **Pay Range (Per Hour):** \$24.73 to \$33.71

Reports To: Public Works Director & Wastewater Director

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Serves as a wastewater collection specialist for the Public Works Maintenance Department. This position is under the direct supervision of the Public Works Director and Wastewater Director. Performs operation and maintenance of sanitary sewer system. Assists City Maintenance with operation and maintenance of City streets, water system and storm drain system, lake aeration system, City buildings, City vehicles, and heavy equipment. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by the City Public Works Maintenance Department.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. The following duties encompass the primary functions of the position:

- **Operate and Monitor Wastewater Collection Systems**
 - Regular inspections of sewer mains, manholes, and lift stations, to identify potential issues or maintenance needs.
 - Monitor flow levels and performance of lift stations and other collection systems components to ensure they are functioning properly.
 - Repair, maintain and install storm sewers and catch basins.
 - Responds to emergency calls when off duty.
 - Operates all heavy equipment, sophisticated instruments, and tools currently owned by the City.
- **Conduct Maintenance and Repairs**
 - Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.
 - Perform periodic sewer main cleanings.

- Repair, maintain and install storm sewers and catch basins.

Secondary Functions

All employees of the Public Works Maintenance department are required and expected to be readily able to assist or cover other Public Works Maintenance employees with, but not limited to, the following job duties:

- Operate and maintain water distribution system; make water taps, install services, repair, and install water mains and fire hydrants.
- Read water meters monthly and repair meters as needed.
- Collect water samples and transport them to the lab for analysis.
- Maintenance and operation of wells, transmission lines, and reservoirs.
- Installs and maintains street and traffic signs.
- Park attendant/ground maintenance duties and assists Park Department in maintenance and repair of park equipment and irrigation systems.
- Must be willing to work in adverse weather conditions and potentially hazardous working conditions for extended periods of time.
- Performs preventative maintenance program on all City vehicles and equipment.
- Performs duties, which include answering phones, completing work orders, processing purchase orders, and serving citizens with water shut-off notices.
- Performs various duties for other City departments as requested by the department heads and approved by the Public Works Director.
- Repair and maintenance of City streets and alleys.
- May enter confined spaces, meeting all safety requirements.
- Will be required to carry cellular phone while on twenty-four-hour stand-by duty.
- Maintenance and repair of lake aerators, which may include working underwater.

- Monitoring and testing of Medical Lake water quality.
- May be required to handle hazardous materials.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently or acquire such skills or certifications within the first six (6) months of employment.

- Reading, writing, and math-related skills, equipment, and maintenance skills, and public relations ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job-related experience.
- Washington State certification in Wastewater Collection Systems.
- Washington State certification in flagging and traffic control.
- Certification as an asbestos handler for work on water and sewer mains.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc, and MIG welding.
- Knowledge and ability to perform general mechanical repairs on equipment, vehicles, and buildings.
- Valid Washington State driver's license and Class B CDL certification, or ability to obtain one within one (1) year of employment.
- CPR Certified.
- First aid skills.
- Basic computer skills.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

Supervision Responsibilities

Occasionally supervises temporary and part-time employees and intergovernmental work crews.

Contacts and Relationships

The Collections Specialist will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Physical Requirements

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.

While performing the duties of this job the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date