



# City of Kingman, Arizona

**Classification:** Wastewater Collections Technician B  
**Department:** Public Works  
**Accountable To:** Wastewater Superintendent  
**Created/Revised Date:** January 2016  
**FLSA Status:** Non-Exempt **Salary Grade:** 208 **Band:** B **EEO4:** 7

## GENERAL DESCRIPTION OF POSITION

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater collection systems. This class is distinguished from the Wastewater Collections Technician A by the performance of the more routine tasks and duties assigned to positions within the series. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees. As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to the "A" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, completing the progression criteria established by the City. Employees are encouraged to regularly participate in continuing learning and obtaining additional certifications towards achieving Level A.

## SUPERVISION RECEIVED

Works under the direct supervision of the Wastewater Superintendent.

## SUPERVISION EXERCISED

None

**ESSENTIAL DUTIES & RESPONSIBILITIES** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs a full range of general maintenance and cleaning duties related to the City's wastewater collection system: cleans and rods sewer mains and laterals; operates a high pressure jetter, hydraulic rodder, and hand rodder to remove debris from inside pipe; vacuums debris from lift stations and related structure.
- Provides basic support and maintenance for wastewater treatment facilities, collections and conveyance infrastructure.
- Operates and maintains sewage lift stations; Cleans wet wells and operates pumps and valves to control and adjust flow.
- Performs a full range of general repair duties related to the City wastewater collection system: performs trenching, shoring, and backfilling; repairs mainlines/mains, laterals; remove roots; repairs infiltration sealing and grouting; installs and maintains manholes; raises manholes to proper grade; removes weeds and debris from pump stations, easements, and grounds.
- Inspects collection lines for stoppages or damage; performs preventive maintenance on collection system equipment; unplugs, cleans and maintains lines;
- Properly sets-up traffic control including safety devices, signs, and barricades to provide a safety working environment when working in traffic areas for public and work crew.
- Hydraulically cleans collection lines with high pressure equipment. Use CCTV equipment/system to televise underground sewer lines, and sewer laterals; identifies any sign of blockage/debris that may interrupt flow of the sewer and storm drains; identifies major problems with pipes including cracks, damage, holes, and collapsed pipes;

tests sewer systems for faulty connections or leaks as well as for illegal connections.

- Maintains a variety of records relating to inspections, maintenance and collection system activities as set by Local, State and Federal Statutes.
- Shall maintain collection system to meet CMOM compliance.
- Assists with wastewater collection system locates, in conjunction with Blue Stake Coordinator; accurately read and interpret maps, specifications, drawings, and blueprints.
- Performs work in confined spaces; performs necessary precautions to entering confined spaces with potential hazardous atmospheres; uses air quality monitors and ventilators and all appropriate PPE's.
- Adheres to proper use and disposal of hazardous materials in accordance with established guidelines.
- Performs all duties in conformance to appropriate safety and security standards.
- Provide basic support and maintenance for wastewater treatment facilities, laboratory, collections and conveyance infrastructure.
- Maintain detailed, accurate and comprehensive records related to collection system installation, repair and maintenance activities.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays or weekends, be on-call, and respond to emergency call-outs as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and immediately reports unsafe activity and conditions to supervisor(s).
- May be required to work early mornings, evenings, weekends or holidays due to emergency call-backs or as needed.

#### **PERIPHERAL DUTIES:**

- Performs related duties as assigned.
- Performs special assignments as requested.
- May serve on various employee or other committees as assigned.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and experience:**

- Graduation from high school diploma or GED equivalent, and one (1) year of experience as a Grade I or Grade II Certified Wastewater Collections Operator or ability to obtain Grade I Wastewater Collections Operator Certification within one (1) year of hire; OR
- Two (2) years of post-secondary education in a related technical field and one (1) year of qualifying experience, including one (1) year as a Certified Grade I or Grade II Wastewater Collections Operator or ability to obtain Grade I Wastewater Collections Operator Certification within one (1) year of hire; OR
- A Bachelor's degree in qualifying discipline and six (6) months of qualifying experience and ability to obtain Grade I Wastewater Collections Operator Certification within one (1) year of hire.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

##### **Necessary Knowledge, Skills and Abilities:**

###### **Knowledge:**

Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection system maintenance and operation activities; Traffic control practices and procedures; Federal, State and local laws, regulations and procedures regarding the proper methods and techniques of wastewater collection systems; Procedures to safely enter and perform required duties in confined spaces; Hazardous and biological materials identification and proper disposal methods; Occupational hazards, related federal and state OSHA regulations and standard safety precautions; Wastewater treatment plant emergency operations procedures; Proper use and disposal of hazardous materials in accordance with established guidelines.

###### **Skills:**

Skill in the care and operation of assigned equipment; Manual dexterity and vision sufficient to manipulate CCTV equipment; Preparing and maintaining clear, concise and accurate records and reports; Using computers and job-related software applications; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; Read and interpret basic maps and blueprints; Operate and maintain modern video/camera inspection equipment.

**Abilities:**

Ability to: Perform process control calculations; Coordinate and organize work activities; Communicate effectively verbally and in writing; Establish and maintain effective working relationships with coworkers, supervisor, other departments and the public; Understand and carry out written and oral instructions; Identify maintenance needs and mechanical problems and correct or refer for repair; Follow and maintain safety standards, and identify safety problems; Promote and adhere to safe work practices; Perform heavy manual labor; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with customer complaints and questions; Adapt to changing work priorities; Work independently, and as a team, to complete daily activities according to work schedule; and Use equipment and tools properly and safely; Perform in adverse weather conditions and exposure to toxins associated with wastewater; Wear OSHA required personal protective equipment including respirators.

**SPECIAL REQUIREMENTS**

- Valid Arizona Driver's license
- Current Arizona Commercial Driver's License Class B with tanker endorsement or ability to obtain such within six (6) months of hire
- Possession of current Arizona Certification as a Wastewater Collections System Operator Grade I or Grade II or ability to obtain Grade I Wastewater Collections Operator Certification within one (1) year of hire.
- May be required to obtain Confined Space Entry and/or Competent Person certification.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

**WORK ENVIRONMENT**

The work environment characteristics attached to the job description 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. See Physical Demands.

**Expected Behavior/Quality of Services:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

**SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

**EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_