



MICHIGAN CITY SANITARY DISTRICT  
Job Description and Specification

**POSITION:** Collection Maintenance  
**DEPARTMENT:** Collection System

**GENERAL DESCRIPTION:**

The Collection Maintenance position performs driving of multi-axle vehicles, and a CDL Class B License (or Higher) is preferred for this position. The Collection Maintenance II position also performs a variety of skilled and manual work in the construction, repairing, cleaning, locating, and inspection of the wastewater collection system, storm water drainage systems, and green infrastructure systems; operate a variety of light construction equipment, inspection equipment, and sewer system cleaning machines.

**SUPERVISION RECEIVED & EXERCISED:**

- Receives direct supervision from the Sewer Operations & Maintenance Foreman of the Collection Department.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities may include, but are not limited to, the following:

- Perform a variety of construction, repair, cleaning, and inspection work including hydroflush cleaning, and locating.
- Drive and operate the sewer cleaning machines.
- Perform sewer maintenance service calls and preventive maintenance sewer inspection, and cleaning activities.
- Communicate with residents, business owners, and members of the public when sewer problems occur and report such problem to supervisors.
- Use cellular and computer technology to input work order information, locate sewers, document work.
- Operate equipment such as pumps, compressors, and generators.
- Break and cut concrete and paved surfaces using jack hammers, pavement, and cement saws.
- Perform street patch paving work.
- Repair structures such as manholes, storm inlet grates, and sewers.
- Use a variety of manual-operated tools.
- Assist in maintaining and caring for assigned tools and equipment.
- Checks vehicles and equipment and make reports of findings.
- Perform general labor duties.

- Perform related duties as required.

## **EDUCATION, LICENSES, EXPERIENCE, KNOWLEDGE, AND ABILITIES**

The following education, license, knowledge, and experience requirements and preferences will qualify the candidate for this position:

### Education and Licenses

The following education and license requirements and preferences apply:

Education:

- High School diploma, or GED equivalent, required.
- Possession of a valid Class B or higher Commercial Driver's License (CDL) is preferred.
- Possession of a Class I or higher Wastewater Operator License is preferred.
- Possession of a Class I or higher Wastewater Collection System Operator Certification is preferred.
- Possession of a Sewer Video Inspection Certification from National Association of Sewer Service Companies (NASSCO) is preferred.

### Experience:

The following Experience requirements and preferences apply:

- Experience in sewer construction, maintenance, and cleaning work is preferred.
- Experience with driving multi-axle vehicles is required.
- Experience with conducting vehicle inspections as required by the Department of Transportation's Federal Motor Carrier Safety Administration is preferred.

### Knowledge

This position requires the Knowledge of:

- Methods, materials, tools, and equipment used in construction and maintenance, including sewer collection systems work.
- Potential safety hazards and appropriate precautions applicable to work assignments.
- Sewer systems and green infrastructure.
- Proper operation and maintenance of sewer cleaning machines and other related d repair and construction equipment.

### Abilities

The requirements for this position include the ability to:

- Know, understand, and perform all job duties.
- Identify sewer structures.
- Drive and Operate sewer cleaning machines and a variety of power-driven equipment.

- Perform a variety of skilled and manual work in the construction, repairing, cleaning, locating, and inspection of the wastewater collection system, storm water drainage systems, and green infrastructure systems; operate a variety of light construction equipment, inspection equipment, and sewer system cleaning machines.
- Operate hand and power tools, including air compressors, jack hammers, and cement mixers.
- Perform heavy manual labor.
- Read maps, sewer system drawings, and other related documents.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn and observe all appropriate safety precautions as required by the District and use of proper personal protective equipment as required.
- Work different shifts, on-call, weekends, and holidays as required.

### **SPECIAL REQUIREMENTS, PHYSICAL DEMANDS, AND WORKING CONDITIONS**

- Frequently required to stand, walk, and sit; use hands to handle, use, or feel objects, tools, and controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk, listen (hear), and smell.
- Work outside in all types of weather conditions.
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and acidic or caustic chemicals.
- The noise level in the work environment is usually moderate.
- Use telephone and write or use a keyboard to communicate through written means; communicate via mobile communication devices and computers.
- Successfully pass a physical examination, including drug and alcohol screening.
- Sit to drive or ride in vehicle for long periods of time, walk, stand, bend, squat, climb, kneel, and twist while getting in and out of trenches
- While working in sewage; perform simple and power grasping, pushing and pulling, fine manipulation, use feet to operate foot controls,
- Lift or carry weight of 100 pounds
- Hear traffic noise and observe oncoming traffic for safety.
- Communicate via radio and hear radio dispatch signal.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: sitting, walking, standing for prolonged periods of time, or lifting.
- Verbally communicate, hear, smell, and have visual ability for close work and distance work and distinguish colors and gray scale contrasts.
- Work near moving mechanical parts.