



Maintenance Collections Operator

Job Description

Purpose: Perform a variety of semi-skilled work in maintenance and repair of property of the municipality, using various machines, tools and equipment.

Supervision: Under the general guidance and direction of the Waste Water Systems Superintendent and Waste Water Operator.

Responsibilities:

1. Receives written work orders or verbal instructions from municipal supervisor.
2. Installs, operates, and repairs sewer collection systems, laterals, flow meters, manholes, pump stations equipment, and mechanical and electrical equipment associated with sewer lift stations; trouble shoots sewer blockages and lift station problems; operates and maintains a combination truck (Vacuum and hydro-flusher); reads and interprets collection systems map, blueprints, and diagrams; digs ditches and holes using power and manual equipment; erects various types of barricades around excavations; measures, cuts and fits pipe; cleans and repairs various pumps; drives a truck to transport tools, department personnel, and equipment; cleans and maintains vehicles, shops and the maintenance yard; operates a two-way radio; reads and records readings of various meters and gauges; operates a Closed Circuit Television (CCTV) video camera; assists with minor repairs to sewer collections systems and lift stations equipment; sprays pesticide and clean in and around manhole covers, pumps and equipment; maintains equipment and tools; operates hand and power tools along with light and heavy equipment; secures necessary tools and equipment for trucks and conducts special projects and other related duties as needed.
3. Cuts grass and trims weeds on city property, using lawn mowers and weed trimmer.
4. Cleans buildings, washes windows, and empties trash cans, using brooms, cleaning supplies, and floor buffer.
5. Paints interior and exterior walls and trim, where needed, using paint and painting tools.
6. Operate snow removal equipment to maintain streets, sidewalks and driveways.
7. Maintains and repairs municipal building's plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
8. Repairs or replaces building brick, stone and concrete.
9. Maintains and repairs wood parts of buildings, using carpenter tools.
10. Replaces worn or damaged parts, such as hoses, wiring, and belts in machines.
11. Properly follows work maintenance sheets and reports.
12. Notifies supervisor of any problems with systems or equipment.
13. Other duties as assigned.

Requirements:

- High School Graduate or GED
- Valid Iowa Driver's License
- Class B CDL with airbrake endorsement and tanker endorsement (endorsement must be acquired within sixty days from date of hire)
- Must acquire and maintain a Grade I Waste Water License within 13 months of hire date
- Able to work in and around sewage
- Able to work in confined spaces
- Able to work a flexible schedule, occasional nights and weekends
- Operate CCTV equipment and Jet/Vacuum combo unit
- Basic knowledge of mechanical maintenance and repair of various equipment
- Basic knowledge of algebra and computer

Environmental Conditions: Work will be mostly in the outdoor setting with exposure to noise, odors and all types of weather conditions. A job is considered "outside" if the worker spends approximately 75 percent or more of the time outside.

Skills & Abilities:

1. Using hands to lift, carry, or pull objects that may be heavy.
2. Understand simple instructions.
3. Work outdoors in all kinds of weather.
4. Learn simple procedures and techniques.
5. Perform routine work or the same task over and over again.

Physical Demands: Very heavy work. Exerting in excess of 100 pounds of force occasionally, (occasionally: activity or condition exists up to 1/3 of the time); and/or in excess of 50 pounds of force frequently, (frequently: activity or condition exists from 1/3 to 2/3 of the time); and/or in excess of 20 pounds of force constantly, (constantly: activity or condition exists 2/3 or more of the time) to move objects.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development: Apply common-sense understanding to carry out detailed but un-involving written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

Development: Adding and subtracting low digit numbers. Multiply and divide 10's and 100's by 2, 3, 4, 5, etc. Perform the four basic arithmetic operations with coins and as part of a dollar. Perform operations with units such as cup, pint, quart; inch, foot, yard; or ounce and pound.

Reading: Recognize meaning of 2,500 (two or three syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers.

Writing: Print simple sentences in English containing subject, verb and object, and series of numbers, names and addresses.

Speaking: Speak simple sentences in English, using normal work order, and present and past tenses.

Data: Comparing: Judging the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

People: Taking Instructions-Helping: Helping applies to "non-learning" helpers. No variety of implicit wishes of people is involved in this function.

Things: Manipulating: Using body members, tools or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained; and selecting appropriate tool, object, or material, although this is readily manifested.

Specific Vocational Preparation: Specific Vocational preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs. Over three months and including six months.