



City of Yelm
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WASHINGTON

“Proudly Serving Our Community”

Public Services Collections Technician

Position Title: Collections Technician

Department: Wastewater Department

FLSA Status: This position is represented by Teamsters Union Local No. 252

Location: Wastewater Treatment Plant

Salary Range: \$5,026 - \$6,067 (2023)

Job Summary

Responsible for skilled tasks in the construction, maintenance, and repair of wastewater system facilities; operating a variety of light and moderately heavy power driven equipment; and ensuring public health and safety by preventing and/or responding to sewage overflows and blockages. Inspect, clean, maintain, construct, and repair wastewater collection systems including sanitary sewers, storm drains, pump stations, pipes, manholes and catch basins.

Individuals assigned to this position are expected to be competent in their skill area and to perform proficiently and independently. Work shall be performed in accordance with established policies, procedures and practices under supervision.

As required by the Public Services Director, Operations Manager and Lead WWTP Operator, other duties may include, but not be limited to, performing work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload. There are potential times that working weekends or overtime will be required.

Job Duties

Assigned tasks may include any or all of the following activities, depending on area of assignment.

- Performs a full range of general maintenance and cleaning duties related to the wastewater collection system; cleans and rods sewer mains and laterals; operates a high pressure rodder, manual power rodder, and hand rodder to remove debris from inside pipe; vacuums debris from lift stations and related structures; cleans storm drains using high pressure water sprayer and vacuum.
- Inspects large main sewers for necessary repairs; inspects for proper sewer lateral connections; builds dams in sewer lines to divert flow during maintenance operations; examines and tests sewers to determine causes of street depressions.

- Performs a full range of general repairs duties related to the wastewater collection system and water reclamation facility; performs trenching, shoring, and backfilling; repairs gravity mainline and force mains; repairs laterals; removes roots; repairs infiltration sealing and grouting; installs and maintains manholes; raises manhole to proper grade; installs and rebuilds air release valves; removes weeds and debris from pump stations, easements, grounds, and outfall lines.
- Repairs asphalt and concrete after repairs to wastewater collection system; repairs concrete sidewalk panels; assists patch crews in laying new asphalt in the streets; makes temporary street patches as necessary.
- Operates closed circuit televising inspection system; televises underground sewer lines, storm drains, and sewer laterals; identifies any signs of blockage/debris that may interrupt flow of the sanitary sewer or storm drains; identifies major problems with pipes including cracks, damage, holes, and collapsed pipe; tests sewer systems for faulty connections or leaks as well as for illegal connections.
- Locates sewer lines including utilizing a magnetic locator; provides assistance to contractors and other utility companies in the field.
- Operates a variety of vehicles, equipment, and tools including service trucks, dump trucks, water trucks, vacuum trucks, skiploader, backhoe and related attachments, large trailers, trench tamper, hydro tamper, concrete and asphalt cutting saws, root saws, jackhammer, and hand and power tools; loads and unloads vehicles and equipment.
- Inspects and maintains assigned equipment and vehicles; performs safety checks and checks fluid levels of vehicles and equipment; inspects and maintains safety related equipment including air monitoring devices, signs used for traffic control, shoring jacks and pumps, fall protection gear, and first-aid kits; cleans assigned vehicles and equipment.
- Performs work in confined spaces; performs necessary precautions prior to entering confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
- Serves in emergency standby capacity; provides customer service and performs all aspects of collection system maintenance and repair during after-hours periods including holidays and weekends.
- Provides courteous customer service in a variety of conditions; responds to questions and inquiries from the general public; contacts property occupants in connection with sewer maintenance work, responds to customer problems or complaints.
- Maintains records of basic operations, maintenance and work performed; calculates quantities of materials and supplies used; maintains records related to the time and cost of jobs and man hours; inputs work activities into asset management program.
- May serve as crew leader as assigned over a small crew including temporary workers and lower level employees; participates in training new employees in work practices and in how to apply policies, procedures, and standards to specific situations.

Employment Standards

Knowledge & Abilities:

Knowledge of: operational characteristics of wastewater collection systems; materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of wastewater collection system infrastructure including how repair parts are applied to the wastewater system including couplings, stainless steel bands, and types and grades of pipes;

operational characteristics of maintenance and construction equipment and tools used in work activities; proper procedures used in the maintenance and repair of hand and power tools; practices and procedures of traffic control; basic mathematical principles; pertinent federal, state, and local codes, laws, and regulations; basic principles and practices of record keeping; occupational hazards and standard safety practices including those associated with working in confined spaces; principles and practices of customer service.

Ability to: perform a variety of manual and semi-skilled tasks involved in the maintenance and repair of the wastewater collection system; perform a variety of tasks for extended periods of time and in unfavorable weather conditions; perform heavy manual labor; work in closely confined spaces while wearing a respirator; read maps, blue prints, and diagrams; ensure adherence to safe work practices and procedures; ensure safety around work areas in high traffic; prepare and maintain records including time and material use records; interpret and apply policies, procedures, and standards to specific situations; perform mathematical calculations; respond to collection system maintenance/repair emergencies; safely drive and skillfully operate equipment and machinery including service trucks, dump trucks, water trucks, vacuum trucks, skiploader, backhoe, large trailers, trench tamper, hydro tamper, concrete and asphalt cutting saws, root saws, jackhammer, and hand and power tools; understand and follow oral and written instructions; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education Standards

High School graduation or the equivalent.

Physical Standards

Physical strength and ability sufficient to perform manual labor for extended periods under adverse conditions and in all types of weather.

Certificates or Licenses

Valid Washington State Driver's License

Possess and maintain a valid Class A CDL driver's license at time of appointment and ability to obtain tank and air brakes endorsements within first six months of employment. Possession of, or ability to obtain, CPR certification, Backhoe training certification, Confined Space Entry certification, Trenching and Shoring certification issued by the State of Washington DOE within 18 months of employment. To be eligible for Grading I testing, one year of domestic wastewater treatment plant operating experience. (When upgrading from OIT level after 1 year of experience, you must apply to receive the upgrade). Certification requirements may change from time-to-time based on regulatory requirements.

Benefits

PERS Retirement; Medical, Dental, Vision, and Life Insurance; Vacation, Holidays and Sick Leave. Benefits based on a 40-hour workweek.

Application Procedure

Please submit the City of Yelm Application, resume, cover letter and proof of certifications to Shelby Denny at ShelbyD@yelmwa.gov

