



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Collection System Laborer (No License)	Department:	Regional Sewer District (RSD)
Position Type:	Full-time Bargaining Unit (AFSCME #8)	Address:	Alum Creek Water Reclamation Facility 7767 Walker Wood Blvd Lewis Center, OH 43035
Typical Work Schedule:	7:00 a.m. to 3:00 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Hourly, Non-Exempt
How to apply:	https://humanresources.co.delaware.oh.us/employment/		

Objectives

Individual is responsible for the maintenance of the Collection System and the protection against any unauthorized discharges to the sanitary sewer system. Individual reports to the Collection System Manager.

Job Standards

A high school diploma or equivalent is required.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain within 12 months of employment, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability.

All required licenses and certifications must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Inspects the existing sewer system for Inflow & Infiltration (I & I), blockages, and odors;
- Read and interpret blueprints, standard drawings and equipment manuals;
- Repairs manholes and perform routine maintenance on wet wells, force mains and gravity lines;
- Assist in the maintenance of the grounds throughout the Sewer District including but not limited to Regional plants, package plants, Lift Stations, and Sewer Easements;
- Assists with treatment plant and pump station tank cleaning;
- Assists with manhole inspection program;
- Operate collection system equipment; e.g. Vac Truck, Jet truck, Sewer Camera systems, Air release valves, and in-line valves, etc.;
- Must follow safety practices as required by the County; e.g. Arc flash safety, chemicals and associated SDS's, Lock Out/Tag Out, Confined Space, CPR and first aid, gas monitoring equipment, safe climbing practices, forklift operation, crane operations, etc;
- Responds timely to declared county emergencies and other emergency situations that may require the use of equipment to protect the public health;
- Maintains readiness and have the ability to properly use portable generators, portable pumps, and all other emergency response equipment;
- Operates, calibrates, and maintains chemical feed systems for odor control throughout the sewer district;
- Assists with composite sampling at site locations of industrial/commercial accounts; Regularly cleans the field sampling equipment, maintains, and orders replacement parts, as needed;
- Clears blocked sewer lines;
- Assists with mainline point repairs;
- Implements Work Zone safety plans including but not limited to road closures, lane restrictions and right of way work;
- General knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, Outlook and other asset management software;
- Attends various training sessions, video conferences, and workshops.
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required; and
- Other duties as assigned.



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NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. SKILLS AND KNOWLEDGE:

Equipment:

- Individual uses the following hand tools including, but not limited to, shovels, rakes, cement mixing box, trowels, hand clamps, 2-way radio, magnetic detector; gas powered weed eater;
- Individuals uses the following specialized tools including, but not limited to, pneumatic plugs, smoke detection equipment, portable pump and generators, dyes;
- Individual uses the following equipment including, but not limited to, chemical feed pumps, hand held power tools, confined space entry equipment, camera truck, jet truck, jet/ vacuum truck, skid steer, fork lift, excavators, tractors, loaders, mowers, gas monitors, easement machine, sludge truck;
- Individual uses the following as safety protection including, but not limited to, safety harness, fall protection, tripod, winches, blower, safety shoes, rubber gloves, and eye protection.
- Ability to operate a variety of office equipment such as computer, copier, telephone, Ipad, calculator, and other equipment necessary to perform duties. Individual uses personal protective equipment as necessary. Ability to safely operate a motor vehicle is required.

Critical Skills/Expertise:

- General knowledge of confined space entry equipment and procedures;
- General knowledge of the occupational hazards associated with confined spaces and the removal of manhole covers;
- General knowledge of pipes, pumps, motors, valves, and related equipment;
- General knowledge of wastewater treatment chemicals and associated Safety Data Sheets, masonry, pipe fitting, and concrete finishing;
- Ability to distinguish the different locations of each facility in the district and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Communicates professionally and effectively with internal and external customers, both orally and in writing;
- Organizes and prioritizes work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Delivers excellent customer service, externally and internally;
- Efficiently operates computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge and adherence to follow safety policies, procedures and practices; and
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.



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IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Collection System Laborer (No License)

PCN#: 1190014101
Job Code: 14108
Skill Level: 1
FLSA Status: Non-exempt
Civil Service Class: Union

Equal Opportunity
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