

## **JOB DESCRIPTION**

**JOB TITLE:** Flow Monitoring Specialist  
**REPORTS TO:** Supervisor of SSMO – EMI or Assistant Manager of SSMO  
**DEPARTMENT:** Operation and Maintenance  
**FLSA STATUS:** Exempt  
**GRADE:** S10  
**SAFETY SENSITIVE:** YES  
**SAFETY FOOTWEAR EXPOSURE LEVEL:** HIGH  
**WRITTEN/REVISED:** September 2, 2010/November 16, 2010/June 15, 2011/November 20, 2017/January 6, 2020/January 11, 2022

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### **JOB SUMMARY**

Responsible for installing, maintaining, repairing and troubleshooting flow and level monitoring equipment to evaluate and improve the performance of the Sewer District's wastewater collection system and stormwater system. Works with crews regarding installations, implements training programs and recommends equipment for upgrades and replacement. Responsible for the verification of monitoring data and ensures integrity and quality of this data through equipment calibrations and data analysis. Develops, modifies and updates documentation including reports, drawings and presentations to various stakeholders. Tracks project status and represents the department on improvement projects, teams and workgroups. Performs other duties of a similar nature as may be required.

### **ESSENTIAL FUNCTIONS**

- Uses level and flow monitors to provide modeling data and evaluate automated site operation in order to reduce combined sewer overflow frequency and volume. Evaluates the operational condition of various combined sewer regulators, outfalls, sanitary sewers, combined sewers and stormwater conduits and streams. Collects and assembles data from various internal and external sources to assist in investigation of wastewater collection system and stormwater related problems. Verifies and ensures integrity and quality of data. Analyzes the results of data and prepares reports and develops graphs and trends from the monitoring data.
- Works with crews to determine monitoring locations and diagnose unique field conditions affecting the operation of the equipment. Assists in the development and implementation of flow and level monitoring training programs for the crews. Recommends and assists crews with the proper installation of flow and level monitors. Maintains, repairs and troubleshoots flow and level monitoring equipment including meters, sensors and cables.

- Assists crews with documenting and calibrating level and flow monitoring equipment through the usage of monitors and monitoring data. Develops flow equations and verifies accuracy of equations.
- Sets up and maintains project files, progress charts, schedules, drafts and plans for the level and flow monitoring program. Creates various installation and record drawings. Creates and presents data to various internal and external stakeholders.
- Assists staff in identifying capital improvement and maintenance projects by identifying problem areas such as flow restrictions. Represents the department on various work groups and teams as subject matter experts regarding monitoring activities and initiatives.
- Makes recommendations for upgrade, replacement and selection of flow and level monitoring equipment.
- Performs other duties of a similar nature as may be required.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

- Candidate must possess an associate degree, preferably in Applied Technologies or a closely related field.
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- Equivalent combination of relevant education and experience may be substituted as outlined in the Education Equivalencies Policy.

### **EXPERIENCE**

- Candidate must possess three (3) years of work experience in wastewater collection or stormwater systems, utilizing data collection processes, data analysis and research or survey methodology, to provide modeling data, document current methodology and potential improvements and effectively collect, interpret and communicate relevant data.

## **OTHER REQUIREMENTS**

### **LICENSURE AND CERTIFICATIONS**

- Candidate must possess a valid driver's license with a driving record in accordance with the Sewer District's acceptable guidelines.
- Candidate must possess Class II State of Ohio Wastewater Operator Certificate or a Class II State of Ohio Collection System Operator's certificate.
- Candidate must obtain a certificate of completion of the Red Cross Standard Multimedia First Aid Course and CPR certification within six (6) months of employment and be recertified as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be proficient with Microsoft Office Excel, Word and PowerPoint software. Knowledge of AutoCAD/Geographic Information Systems/Land Surveying software is preferred.
- Candidate must possess excellent written and verbal communication, as well as a superior commitment to high quality service and the ability to successfully build and

sustain positive and collaborative working relationships with all levels within the organization and with external organizations, partners and customers. Exceptional customer service skills including negotiation, facilitation and conflict resolution skills to address issues, differences of opinion and maintain effective working relationships is required.

#### PHYSICAL AND MENTAL REQUIREMENTS

During the course of performing the essential functions of this position the employee must be able to compare, compute, analyze, synthesize, copy, compile, coordinate and negotiate. Ability to communicate while exhibiting strong interpersonal skills is required. Physical work will need to be performed, such as standing, sitting, balancing, kneeling, crawling, handling, feeling, hearing walking, climbing, stooping, crouching, reaching, fingering and talking. Ability to lift up to 90 lbs., however manhole covers can exceed 100 lbs. Therefore, the use of a lifting dolly with a magnet(s) or other assistive technology is required. Position will require visual demands of near acuity, depth perception, far acuity, color vision and accommodation. While performing the duties of the position, the employee must be able to spend up to 80% of time outdoors and may experience exposure to extreme weather, atmospheric conditions, vibrations, hazards, restricted working environment and wet and/or humid conditions wearing required personal protective equipment including respiratory protection and breathing apparatus. Hearing and respiratory protection is required.

For a complete list of job demands review the Essential Demands Checklist.

**DISCLAIMER:** The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.