

# Job Description – Collection System Technician



**Reports To:** Collection System Manager  
**Date Revised:** June 2018

**FLSA Classification:** Full Time, Non-Exempt  
**Department:** Waste Water Collection

LCWSC is an Equal Opportunity Employer.

## Position Summary

- Repairing of Mains, manholes and associated appurtenances
- Mowing of sewer line easements
- Maintaining accessibility of sewer line easements and access roads to Lift Stations.
- Installation and changing out flow meters. Perform preliminary data review for accuracy.
- Installation of sewer taps
- CCTV Inspections, cleaning and equipment maintenance
- Respond and resolve Customer Complaints

## Position Responsibilities- Essential

- Complete all required documentation timely and accurately.
- Track and schedule vehicle maintenance and cleaning as required.
- Maintain and properly store LCWSC tools and equipment.
- Stock truck for daily work assignments.
- Troubleshoot and operate small equipment (chainsaw, weed eater, etc.). Ensure operation of equipment.
- Properly use PPE, traffic cones and safety signs as required for each job site.
- Confined Space Entry
- Safely operate tools, equipment and vehicles.
- Observe all safety rules and regulations of the Commission.
- Operate heavy machinery when required (Tractors, Dump truck, Backhoe, etc.).
- Perform general housekeeping duties.
- Obtain a class C wastewater collection license within two years of employment.
- Train and take on-call duties in rotation with other operators and staff.
- Work overtime as needed
- Obtain a Class A CDL within two years of employment.

## Position Responsibilities- Non-Essential/Other

- Other duties as assigned.

## Essential Skills and Experience

- Valid SC driver's license.
- High school diploma or GED.
- Ability to walk at least ¼ mile daily.
- Ability to stand for extended periods of time.

# Job Description – Collection System Technician



- Ability to sit for extended periods of time.
- Ability to drive for extended periods of time.
- Ability to work in adverse weather conditions.
- General knowledge of computers.
- Demonstrated problem solving skills.
- Ability to read and write.
- Strong verbal and written communication skills.
- Ability to communicate in a calm, orderly, non-threatening manner.
- Ability to interact positively with the general public.
- Ability to work with a team to resolve issues.
- Positive, professional and team-oriented personality and appearance.
- Ability to adapt quickly and easily to changes.
- Stable work history.
- Professional demeanor with the ability to work well with others in a fast-paced environment.
- Demonstrated strong organizational skills (record keeping, time management, follow up, etc.).
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Regular and sustained attendance.

## Beneficial Skills and Experience

- Computer skills (Microsoft word, excel, etc.....)
- Mechanical skills (Change oil, lube equipment etc....)
- General Troubleshooting skills

## Mental & Physical Demands- ADA Guidelines

Physical Demands				
Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A



<b>Lifting Requirements</b>				
10 pounds or less	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed