

Collection System Technician/MSW II

The City of Napoleon, Ohio is currently accepting applications for the position of Collection System Technician/MSW II. This position is responsible for the construction, repair and maintenance of streets, drainage structures, sanitary and storm sewers and general maintenance of the City's wastewater collection system. Applicant must possess a high school diploma or equivalent, preferably a valid Class I or II Wastewater Collection Certificate from the State of Ohio, and must also possess and maintain a valid State of Ohio CDL-B. This is a full-time position with a pay rate of \$17.42 to \$26.37 per hour based on certification and experience. Applications may be obtained from the City of Napoleon's Administration Building or at www.napoleonohio.com. A completed application must be returned by 4:00 p.m. on July 16, 2021, to be considered. The City of Napoleon is an **Equal Opportunity Employer**.

Collection System Technician II

Department: Operations
Reports To: Operations Superintendent
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: AFSCME
Approved By: Joel Mazur, City Manager
Last Updated: February 20, 2017

SUMMARY

Performs moderately complex semi-skilled, skilled or technical work in the operation, repair, cleaning, televising and general maintenance of the City's wastewater collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Supervises and performs servicing and maintenance of the wastewater collection system; determines the necessity for preventative maintenance, maintains maintenance records.
- Assists and oversees main line, interceptor and combined sewer routine cleaning procedures in compliance with OEPA CMOM rules and compliance with any of the City's findings and orders. Maintains necessary documentation for regulatory compliance.
- Assists and oversees main line, interceptor and combined closed circuit televising, keeps necessary regulatory required documentation.
- Operates combination type sewer cleaning equipment as necessary.
- Performs maintenance and repair work involving mechanical, pipe-fitting, masonry and other trades.
- Investigates customer complaints on service orders and backups. Operates City owned or leased closed circuit television equipment; operates line locating equipment.
- Performs smoke and dye testing, as required. Passes out informational fliers in advance of testing procedures.
- Operates excavation equipment as necessary.
- Performs other related work as required.

QUALIFICATIONS

- Must have considerable knowledge of wastewater systems, equipment operating principles, hazards and safety precautions common to equipment operation, sewer construction and maintenance procedures.
- Must be able to operate equipment of assorted types under varying conditions in the accomplishment of assigned tasks of diverse complexity.
- Must be able to instruct and supervise assigned personnel.
- Must be able to work independently and exercise judgment.
- Must be able to communicate effectively verbally and in writing.
- Must be able to follow complex written and verbal instructions.
- Must be able to establish and maintain effective working relationships with other employees, supervisors and the general public.
- Ability to make simple mathematical calculations.

EDUCATION and/or EXPERIENCE

- Some work experience and completion of a standard high school course; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- High school graduate supplemented with successful completion of courses dealing with the water field (OTCO) and continuing education required by the Ohio EPA.
- Minimum three (3) years of experience in the position of MSW II or higher classification. (Three (3) per 3745-7-06 OAC) (2080 hours is one year per 3745-7-001 of OAC)

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio Class B CDL License (with tanker endorsement preferred).
- Must possess and maintain a valid Ohio Driver's License.
- Must possess and maintain a valid Class II Wastewater Collection Certificate from the State of Ohio.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on or off site.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Collection System Technician I

Department:	Operations
Reports To:	Operations Superintendent
FLSA Status:	Hourly (Non-Exempt)
Civil Service:	Classified (Non-Competitive)
Union:	AFSCME
Approved By:	Joel Mazur, City Manager
Last Updated:	February 20, 2017

SUMMARY

Performs moderately complex semi-skilled, skilled or technical work in the operation, repair, cleaning, televising and general maintenance of the City's wastewater collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Supervises and performs servicing and maintenance of the wastewater collection system; determines the necessity for preventative maintenance, maintains maintenance records.
- Assists and oversees main line, interceptor and combined sewer routine cleaning procedures in compliance with OEPA CMOM rules and compliance with any City yearly cleaning requirements and any of the City's findings and orders. Maintains necessary documentation for regulatory compliance.
- Assists and oversees main line, interceptor and combined closed circuit televising, keeps necessary regulatory required documentation.
- Operates combination type sewer cleaning equipment as necessary.
- Performs maintenance and repair work involving mechanical, pipe-fitting, masonry and other trades.
- Investigates customer complaints on service orders and backups.
- Operates City owned or leased closed circuit television equipment; operates line locating equipment.
- Performs smoke and dye testing, as required. Passes out informational fliers in advance of testing procedures.
- Operates excavation equipment as necessary.
- Performs other related work as required.

QUALIFICATIONS

- Must have considerable knowledge of wastewater systems, equipment operating principles, hazards and safety precautions common to equipment operation, sewer construction and maintenance procedures.
- Must be able to operate equipment of assorted types under varying conditions in the accomplishment of assigned tasks of diverse complexity.
- Must be able to instruct and supervise assigned personnel.
- Must be able to work independently and exercise judgment.
- Must be able to communicate effectively verbally and in writing.
- Must be able to follow complex written and verbal instructions.
- Must be able to establish and maintain effective working relationships with other employees, supervisors and the general public.
- Ability to make simple mathematical calculations.

EDUCATION and/or EXPERIENCE

- Some work experience and completion of a standard high school course; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- High school graduate supplemented with successful completion of courses dealing with the wastewater field (OTCO) and continuing education required by the Ohio EPA.
- Minimum one (1) year of experience in the position of MSW II or higher classification. (per 3745-7-06 of OAC) (2080 hours is one year per 3745-7-01 of OAC)

LANGUAGE SKILLS

- Must be fluent in both writing and speaking the English language.

REASONING ABILITY

- Ability to understand and carry out complex oral and written directions.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio Class B CDL License (with tanker endorsement preferred).
- Must possess and maintain a valid Ohio Driver's License.
- Must possess and maintain a valid Class I Wastewater Collection Certificate from the State of Ohio.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and up to one hundred (100) pounds on occasion.
- Must have good hearing and eyesight with or without corrective measures.

WORK ENVIRONMENT

This job must be performed on or off site.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

MSW II

DEPARTMENT: Operations
REPORTS TO: Operations Superintendent
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: AFSCME
APPROVED BY: Joel Mazur, City Manager
LAST UPDATED: February 20, 2017

SUMMARY

Performs moderately complex unskilled and semiskilled work in the operation of equipment and tools used in construction, repair and maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Performs a wide variety of maintenance and repair activities requiring the use of hand tools, power equipment such as chain saws, cut off saws, floor saws and pumps; operates wheeled equipment such as one and four ton single axle dump trucks including snow removal attachments, pickup trucks, service trucks and refuse collection vehicles.
- Assists in performing a variety of duties assigned to a higher level class in the maintenance of streets, parks, alleys, and City owned utilities.
- Performs duties typical of lower level municipal services personnel and operates equipment as required.
- Checks assigned equipment; performs routine maintenance, emergency repairs and reports mechanical problems to the Central Garage for repair.
- Operates heavy equipment in a learning capacity such as backhoes, wheel loaders, motor graders, and combination sewer cleaning machines.
- Trains less experienced employees in appropriate areas.
- Installs, maintains and repairs water meters, service lines, meter valves, fire hydrants, and other related equipment; investigates customer questions and complaints; does line locating as assigned; assists in precise record keeping.
- Installs, maintains and repairs wastewater collection lines and other related equipment; participates in routine line cleaning, operates closed circuit television equipment, performs dyed water and smoke testing, keeps logs of test results; investigates customer questions and complaints, performs line locating as assigned, assists in precise record keeping.
- Installs, maintains and repairs storm water collection lines, participates in routine line cleaning, performs maintenance operations on catch basins, outfalls and other related equipment; operates closed circuit television equipment, performs dyed water and smoke testing, keeps logs of test results, investigates customer questions and complaints, assists in precise record keeping.
- Assists in the operation of the City's yard waste site.
- Participates in the spring and fall seasonal cleanups.
- Operates rear loading refuse collection units, collects solid waste and recyclables on the City's weekly refuse and recycling routes.
- Performs other related work as needed and/or assigned.

QUALIFICATIONS

- Must have considerable knowledge of construction and maintenance equipment as outlined above, operating principles and the hazards and safety precautions common to equipment operation.
- Must be skilled in operating a variety of construction and maintenance equipment and be able to operate equipment of various kinds under varying conditions in the accomplishment of assigned tasks of varying complexity.
- Must be able to perform minor equipment maintenance and repair functions.
- Must be able to make moderately complex mathematical calculations.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.
- Two (2) years of experience as or in a position equivalent to Municipal Service Worker I or any equivalent combination of education and experience.

LANGUAGE SKILLS

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Must possess and be able to maintain a valid Ohio Class B CDL License (with tanker endorsement preferred).
- Must possess and be able to maintain a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds frequently and one hundred (100) pounds on occasion.

WORK ENVIRONMENT

This job is performed on and off site (City limits).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.