



# JOB POSTING

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## ***COLLECTION SYSTEM TECHNICIAN***, Boothbay Harbor Sewer District

**The Boothbay Harbor Sewer District is seeking a qualified individual for the position of  
*Collection System Technician* – Open until filled.**

**Come join our Team!**

THE BOOTHBAY HARBOR SEWER DISTRICT IS A DRUG-FREE WORKPLACE AND AN “AT-WILL” EMPLOYER. ALL OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON COMPLETION OF A PRE-EMPLOYMENT PHYSICAL AND DRUG & ALCOHOL TESTING PRODUCING NEGATIVE RESULTS.

NOTE: ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING IS ACCEPTABLE IN LIEU OF REQUIRED POST SECONDARY SCHOOLING.

FLSA: Non-Exempt  
Reports to: Superintendent

### **JOB DESCRIPTION**

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#### **❖ PURPOSE OF POSITION**

The primary function of an employee in this class is to perform operations and maintenance duties in a wastewater treatment facility and collection system, including monitoring, operating, maintaining, and adjusting equipment. This is an entry-level position within the District. Employees in this classification will be provided opportunities to acquire the necessary skills and related training to perform the routine operation and maintenance duties at a wastewater treatment facility and collection system. An employee in this class may be assigned to other duties throughout the District. This position may be required to work varied hours including nights, weekends and holidays, and must be able to work overtime and standby as required.

#### **❖ ESSENTIAL DUTIES OF POSITION** (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- ✓ Performs routine pump station inspections, including basic electrical, controls, and mechanical verifications.
- ✓ Assists in operating, maintaining, monitoring, and adjusting all wastewater plant process equipment, including pumps, motors, gauges, meters, aerators, blowers, chlorinators, chemical feeds, sludge equipment and the SCADA system to ensure treated water meets State and Federal NPDES quality standards.

- ✓ Occasionally performs daily rounds at the plant by visually checking facilities, equipment, machinery, chemical levels, and related systems to ensure proper operation and to detect equipment failures, potential leaks, or other problem situations.
- ✓ Inspect machinery, equipment, and mechanical systems in operation to detect flaws and defects.
- ✓ Must have familiarity with Microsoft Office applications to work requests and work orders, documents, spreadsheets, email and timesheets.
- ✓ Federal OSHA, State, and District policies regarding safe work practices.
- ✓ Regularly lifts 50 pounds and occasionally lifts up to 35 pounds overhead.
- ✓ Expected to perform other duties as assigned or required outside of normal classification.
- ✓ Provides back-up to related positions.
- ✓ Participates in weekly after-hour on-call rotation with weekend coverage.
- ✓ Waters, fertilizes, cultivates and trims lawns, shrubs, flowers and trees.
- ✓ Assists skilled crewmembers in maintenance and repair of buildings, grounds, and equipment.
- ✓ Positions traffic cones, barricades, and signs.
- ✓ Assists in the installation of sewer services, mains, and manholes, and repairs of sewer mains.
- ✓ Assists in servicing emergency calls such as repairing broken sewer lines and similar situations.
- ✓ Cleans manholes, sanitary sewer lines, and pump stations.
- ✓ Read and interpret maps, technical specifications, and operation manuals.

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## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Communications:**

Must have the ability to actively listen to others and comprehend instructions. Must have the ability to speak and write English clearly. Must be able to understand information conveyed in conversations in order to quickly and accurately gather information and to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand blueprints, or demonstrate a willingness to learn.

### **Decision Making:**

Must act in a decisive manner, using appropriate judgement for the situation. Must be able to assess problems and situations with consideration for corrective actions or objectives. Must be able to effectively interpret the policies of the District and act in accordance with stated guidelines.

### **Interpersonal Relationships:**

Must be able to work well with others, collaborating on solutions to problems and communicating ideas effectively. A consistently positive attitude is highly encouraged. The ideal candidate will promote a cooperative working environment, be willing to receive instructions without questioning the validity of the objective, and always demonstrate respect for coworkers.

**Professional Attitude:**

Must be commitment to the operation of the District. The ideal candidate will take initiative to start and complete tasks without being pointedly instructed to do so. Must be dependable, demonstrate maturity, be punctual, and possess self-confidence. Must act professionally when representing the District to other agencies, staff, and the public, and act with a courteous, helpful, and respectful attitude in all conversations and correspondence.

**Quality of Work:**

Must take pride in your work and strive to produce results to the best of your ability. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

**Technical Knowledge:**

Should have knowledge and training in collection system operation and maintenance, sewer construction methods and work-zone safety. Experience in a wastewater utility is preferred, but only a willingness to learn is required. The ideal candidate will have a familiarity and working knowledge of wastewater collection systems, pumps, wastewater treatment equipment, Discharge Elimination System permitting requirements, basic analytical laboratory procedures, and electrical and mechanical troubleshooting.

**Physical Abilities:**

Must have the ability to read and discern visual images on a variety of media. Must have the ability to use a computer an extended period of time. Must be able to use a shovel, various light construction equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of other equipment.

The employee frequently is required to use hands to operate tools and equipment, to manipulate valves, to collect samples, etc. Must possess the strength to lift and carry heavy objects and exert muscular force repeatedly or continuously over time. Must have endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

**Work Environment:**

A portion of the required work is performed indoors in a climate-controlled environment with appropriate heating and cooling; however, the primary duties of this class are performed in a treatment plant and outdoor environment that may include working in adverse weather conditions, hazards involving the use of power tools and equipment, exposure to hazardous and allergenic chemicals and materials, exposure to raw wastewater, working in confined spaces, and working in traffic zones. Most of work is outdoors. This position may be subject to occupational or environmental hazards other than those normally associated with general public, including contact with sewage, dust, or odors.

## EDUCATION AND WORK EXPERIENCE REQUIREMENTS

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- ❖ High school diploma or GED equivalency is the minimum requirement, but two years of college, technical training, or previous job experience in one of the following is preferred: biology, environmental science, chemistry, mechanical trades, electrical trades, or closely related field;
- ❖ One (1) to five (5) year(s) general construction, maintenance repair work and/or equipment maintenance, or one (1) to five (5) year(s) experience in an industrial or municipal treatment plant environment
- ❖ MEDEP Grade I Wastewater Treatment Plant Operator Certificate at time of hire or ability to obtain one within one year of employment; and
- ❖ MEDEP Grade II Wastewater Treatment Plant Operator Certificate at time of hire or ability to obtain one within three (3) years of employment; and
- ❖ MEDEP Grade III Wastewater Treatment Plant Operator Certification within four (4) years of employment; and
- ❖ Obtain safety related certifications within 12 months of hire date; and
- ❖ Possess a valid Maine Driver's License with clean driving record; and
- ❖ Must live within 30 minutes of the treatment facilities.

## STARTING PAY AND WORK WEEK

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Pay range is **\$23.32 to \$28.15 per hour**, based upon experience. The Boothbay Harbor Sewer District normal operation hours are **Monday thru Friday, 7:00am to 3:30pm**.

*The Boothbay Harbor Sewer District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the District.*