

TITLE: Collection and Distribution Technician
DEPARTMENT: Wastewater and Water

GENERAL SUMMARY: Under direction, repair distribution and collection systems lines in the service area to include the Borough and surrounding municipalities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Repair and install new distribution and collection system lines in service area as needed
2. Exercise valves and service/flush hydrants as needed
3. Check plant booster and pump stations; log data
4. Perform the duties and responsibilities of a wastewater or water treatment plant operator in accordance with level of training and certification
5. Provide customer service such as, but not limited to:
 - a. Inspections
 - b. Meter servicing
 - c. Leak/pressure testing
6. Respond to PA One-Calls
7. Maintain a log book
8. Respond to emergencies on a 24-hour basis
9. On-call rotation

JOB SPECIFICATIONS

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is ability to obtain DEP Class E Certification for either wastewater or water treatment plant operation; must possess a valid PA driver's license.

**indicates developed within 30-180 days after employment*

KNOWLEDGE

Candidate must have thorough knowledge of:

- Collection and Distribution in the wastewater/water industry*
- Wastewater and water treatment plant operating standards*
- Safety practices and procedures

SKILLS/ABILITIES

Candidate must exhibit the ability to:

- Operate hand and power tools
- Operate light, medium and heavy equipment
- Cooperate with co-workers as a member of the MAWSA team
- Work independently but remain flexible in accordance with the demands of scheduling and team needs
- Adhere to safety standards and recognize safety warnings and hazards
- Frequently lift up to 50 lbs., stand and walk for long periods of time
- Perform tasks for extended periods of time in possible adverse weather conditions
- Provide customer service in a polite and courteous manner

- Manage time properly
- Problem solve
- Have basic/general computer literacy
- Use electronic devices, such as:
 - Smartphone
 - GPS
 - CCTV
- Interpret maps and specification instructions
- Manage and control inventory

WORKING CONDITIONS

This position requires you to perform safely in a hazard environment and in occasional inclement weather conditions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Operations Supervisor
EMPLOYEE STATUS: Non-exempt
DATE: August 2017