

**NAME:**  
**JOB TITLE:** COLLECTION SYSTEMS (CS) OPERATOR/INSPECTOR

**FLSA STATUS:** Non-Exempt  
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**OVERALL PURPOSE OF JOB:** - This position is responsible during and after work hours to inspect, maintain, and repair various components of the Derry Township Municipal Authority collection and conveyance system including sewer pipelines, meter chambers, and pump stations. Operator/Inspectors are assigned any variations of the above duties based on ranking through acquisition of education, training, licenses, experience, and increased levels of skill complexity and/or supervisory duties.

**ESSENTIAL FUNCTIONS OF JOB:** (other duties may be assigned)

1. Perform flushing, cleaning, TV inspection, and grouting of sewer pipelines.  
**KEY MEASURES:**
  - Meet daily work schedule.
  - Map out schedule to improve efficiency or prioritize emergencies.
  - Reduce or eliminate blockages.
  - Operate video camera including keying in data codes and other information on computer console.
  - Follow above sequence above 75% of time.
  - Complete paperwork and electronic data management weekly.
2. Perform Infiltration/Inflow (I & I) studies on the collection system using metering, smoke, and dye testing.  
**KEY MEASURES:**
  - Accurately follow supervision to perform studies.
  - Install flow meters, retrieve data, and transfer electronic data files to office PC.
  - Utilize dye testing to confirm or refute field observations.
  - Coordinate contractor smoke testing with impacted residents.
3. Inspect pump stations and perform routine preventative and corrective maintenance activities, including equipment operation, to include checking and changing oil, fuel tanks levels, and excessive pump leak off. Perform all related pump station equipment and grounds keeping janitorial duties. Enter all required data into computer system on these maintenance activities.  
**KEY MEASURES:**
  - Respond to work order within the same day of receipt.
  - Checklist completed and returned within one day of inspection.
  - Inspect pump stations every Monday.
  - Verify proper computer control of pumps, alternation, and run time.
  - Ability to perform minor adjustment of pump controls to optimize station operation.
  - Ability to perform minor troubleshooting and correction of pump station alarms during routine and after hours call-in shifts
4. Repair manhole frames, install risers, reset frames, and seal or utilize set rings to perform repairs. Inspect work performed by contractors related to the repair and installation of sewer laterals or other piping.  
**KEY MEASURES:**
  - Raise manhole to desired elevation.
  - Ensure outside contractor repairs meet standard construction regulations and DTMA rates, rules, and regulations.

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5. Conduct sampling of wastewater at various points in the collection system.  
**KEY MEASURES:**
  - Meet established schedules.
  - Ensure the proper amount of sample is taken.
  - Follow required lab custody protocols
  - Paperwork completed the same day as the sample is taken.
  - Reduce or eliminate grease/illegal dumping into sanitary sewage system.
  - Improve environmental safety.
  
6. Complete documentation and data entry for all related work activities to include TV and flushing reports, sewer index map changes, straight line drawings, limiting factors, and productivity reports.  
**KEY MEASURES:**
  - Daily or weekly with accuracy of 99%.
  - Reduce or eliminate line hits and reduce repair costs associated with same.
  
7. Adhere to safety procedures, conduct safety checklist, attend required safety training, and participate on safety committee and/or in related safety initiatives to demonstrate commitment to a safe work environment.  
**KEY MEASURES:**
  - Meet mandatory topic and training hours.
  - MSDS sheets compliance.
  - Right to Know compliance.
  - Reduce or eliminate accidents.
  - PPE compliance spot checks.
  - Report accidents/incidents immediately.
  
8. Inspect all restaurant grease traps in service area, read and record deduct meters of Tablet, provide location assistance to contractor clearing right-of-ways and set up and operate various collection system equipment.  
**KEY MEASURES:**
  - Meet cleaning requirements to reduce blockages.
  - Meet monthly, quarterly and annual requirements.
  - Scheduling efficiency.
  
9. Inspect construction of sewer facilities installed by contractors to ensure conformance with Authority requirements. Review blueprints, design drawings, and calculate escrow accounts for contracted construction/repair work.  
**KEY MEASURES:**
  - Accuracy of established escrow account at 95%.
  - Ensure 100% compliance.

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10. Respond to PA One Calls and other emergency call-ins during and after hours for critical incidents such as pipeline blockages, power outages, water main breaks, sinkholes, and customer complaints.

**KEY MEASURES:**

- Response time met within one hour of call.
- Documentation completed by the next business day.
- Insure public safety, limit adverse impact of overflows and minimize or eliminate property loss.
- Reduce or eliminate service disruption.

11. Attend training hours to maintain state collection system certification.

**OTHER DUTIES OF THE JOB:**

1. Perform other duties as assigned or required.

**SUPERVISION GIVEN TO THE FOLLOWING** - This position *typically* does not supervise staff.

**SUPERVISION RECEIVED FROM** - Supervision is *typically* received from the Collections Supervisor.

**MENTAL DEMANDS TYPICAL OF THIS POSITION – ABILITY TO:**

- Manage multiple projects/tasks
- Provide attention to detail
- Utilize creativity
- Adapt to a constantly changing environment
- Conform to a predictable work schedule
- Understand basic and intermediate computer screens, pump controls, alarms
- Perform basic computer functions such as emails, word processing, and spreadsheet work
- Meet frequent deadlines
- Work closely with others
- Maintain a high level of record keeping/routine paperwork

**PHYSICAL DEMANDS TYPICAL OF THIS POSITION:**

*Constantly Incurred (More than 75% of time on job)* - Operation truck/motor vehicle.

*Frequently Incurred (Between 25% - 75% of time on job) – ABILITY TO:*

- Stand, walk, climb stairs
- Balance, stoop, kneel, bend
- Reach high & low
- Perform light to heavy lifting (10-75 Lbs.)
- Push & Pull (~150 Lbs.)
- Use both hands & legs
- Perform repetitive finger movement
- Communicate orally and hear conversations
- Use visual depth perception & color vision
- Engage simultaneous rapid mental/muscular coordination.

*Occasionally Incurred (Less than 25% of time on job) – ABILITY TO:*

- Sit & Crawl
- Carry (~ 50 Lbs.)
- Pull hand over hand
- Use legs & arms to climb
- Perform repetitive twisting & pressure with wrists or hands

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#### WORKING CONDITIONS TYPICAL OF THIS POSITION:

*Constantly Incurred (More than 75% of time on job) - Work outside.*

*Frequently Incurred (Between 25% - 75% of time on job) – WORK WITH or EXPOSED TO:*

- Wetness, confined spaces, below ground
- Chemicals (grouting chemicals)
- Machinery with moving parts
- Moving vehicles
- Hands in water
- Vibration & Odors

*Occasionally Incurred (Less than 25% of time on job) – WORK:*

- Outside and inside
- In heat between 90 – 100°F
- In heat over 100°F
- In cold below 45°F
- In excessive or frequent temperature changes
- In dry atmospheric conditions
- At excessive heights
- When exposed to constant noise above 85DB
- When exposed to intermittent noise above 85DB
- With exposure to gases (hydrogen sulfide)
- With exposure to grease/oils (lubricants)
- With ladders/scaffolding
- Alone
- Weekly more than 40 hours (on-call once a month)
- With exposure to irritant or toxic fumes
- With exposure to dust (more than nuisance)
- With exposure to blood and bodily fluid.

#### PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

*Constantly Incurred (More than 75% of time on job) – USE OF:*

- Use of rubber & steel toe safety boots

*Frequently Incurred (Between 25% - 75% of time on job) – USE OF:*

- Eye protection (safety glasses)
- Rubber, leather & disposable gloves

*Occasionally Incurred (Less than 25% of time on job) – USE OF:*

- Hardhat
- Respirator (tight fitting, filter face piece)
- Hearing protection ( earmuffs)
- Body protection (rain gear).

**DISCLAIMER:** - The following qualifications are general guidelines used by management to determine the skill level of the position in this job series. The experience, education, licenses and/or certification of external candidates will determine the skill level entered. Movement to skill levels within this job series is not automatically assigned.

#### QUALIFICATIONS:

##### CS OPERATOR INSPECTOR TRAINEE

**Education:** - High School or Vocational School Diploma or General Education Degree.

**Experience/Training:** - NONE Required

**License/Certification:** - Valid PA Driver's License

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**CS OPERATOR INSPECTOR I**

**Education** - High School or Vocational School Diploma or General Education Degree.

**Experience/Training**

Satisfactory performance as a Trainee for 12 months or equivalent experience.

Successful completion of:

Sacramento I Collection System course.

Minimum one day training in PA One-Call requirements

One day in pump operation and maintenance workshop.

**License/Certification:** - Valid PA, Class B CDL Driver’s License.

**Other Requirements:**

- Demonstrate a high degree of knowledge and abilities of the collection system facilities.
- Proficiency with the use of emails, simple word processing, basic spreadsheets, and collection system software including SewerGEMS and GIS.
- Proficiency in the operation of all Authority vehicles i.e., service trucks, flush truck, and TV vans
- Proficiency in operating all appurtenant equipment for the maintenance of the sewer system.
- Familiarity with location of the Authority’s collection system facilities.
- Proficiency in the operation and troubleshooting of the Authority’s pump stations controls and operations.
- Ability to perform lateral installation inspections and developer-installed sewers at the basic level.
- Ability to respond appropriately to after-hour calls.

**CS OPERATOR INSPECTOR II**

**Education**

High School or Vocational School Diploma or General Education Degree.

Advanced technical related education preferred.

**Experience/Training**

Must meet Grade I requirements or equivalent.

Successful completion of Sacramento II Collection System course.

**License/Certification**

PA DEP E4 Wastewater Collection Operator Certification

ICC Commercial Plumbing Inspector Certification.

**Other Requirements**

Demonstrate satisfactory knowledge and abilities related to collection system facilities.

Must be proficient with the use of collection system software.

Ability to respond appropriately to after-hour calls.

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**CS OPERATOR INSPECTOR III**

***Education***

High School or Vocational School Diploma or General Education Degree.  
Advanced technical related education preferred.

***Experience/Training*** - Must meet Grade II requirements or equivalent.

***License/Certification*** - Must meet Grade II requirements

***Other Requirements – ABILITY TO:***

- Perform inspections of developer-installed sewers at the advanced level
- Accurately estimate the level of inspection effort and calculate associated escrow deposits
- Use an engineer’s level to verify grades.
- Produce accurate construction field notes
- Verify as-built drawings
- Confirm contractor and public compliance with the Authority’s regulations in a tactful manner
- Work a variable schedule that matches developer construction schedule.

**NOTE: NUMBER OF POSITIONS MAY BE LIMITED.**

**KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:**

***Problem Solving Skills***

Recognizes problems and provides feedback or documentation to assist with resolving the problem.  
Troubleshoots or takes initiatives to solve problems.

***Communication Skills***

Ensures timely exchange of verbal information between employees or departments.

***Math Skills***

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

***Computer Knowledge***

General Computer Knowledge

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**Other Characteristics**

- Documentation and observation skills.
- Ability to follow established safety standards.
- Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.
- Working knowledge of applicable regulations.
- Working knowledge of PennDOT traffic safety guidelines and their application
- Strong willingness to learn.
- Working knowledge of applicable regulations.
- Ability to use hand tools, power tools, televisual equipment, dump truck operation, rollers, tampers, chain saws, and lawn mowers.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
SIGNATURE of EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE of SUPERVISOR or HR REPRESENTATIVE

\_\_\_\_\_  
DATE