



## JOB POSTING

**Job Title:** Collections Tech

**Department:** Collections

***If interested in applying, please send resume to or request application at [hr@hvud.com](mailto:hr@hvud.com).***

### **Job Purpose**

The Collections Technician performs a variety of duties including handling the repair and maintenance of the wastewater system.

### **Essential Job Duties and Responsibilities**

- Connect pipes to manholes.
- Install, repair, or replace grinder lines or pumps.
- Install new sewer taps.
- Perform general maintenance and cleaning duties related to the wastewater collection system.
- Clean sewer mains and laterals.
- Vacuum debris from lift stations and related structures.
- Clean storm drains using high pressure water sprayer and vacuum.
- Perform trenching, shoring, and backfilling.
- Repair gravity mainline and force mains.
- Repair laterals.
- Repair infiltration sealing and grouting.
- Install and maintain manholes.
- Install and rebuild air relief valves.
- Remove weeds and debris from pump stations, easements, grounds, and outfall lines.
- Operate closed circuit televising system.
- Inspect underground sewer lines, storm drains, and sewer laterals using closed circuit televising system.
- Identify signs of blockage/debris that may interrupt flow of the sanitary sewer or storm drains.
- Identify major problems with pipes including cracks, damage, holes, and collapsed pipe.

- Test sewer systems for faulty connections or leaks as well as illegal connections.
- Inspect and maintain assigned equipment and vehicles.
- Set up traffic control safety devices, signs, and barricades to ensure safety of public and work crew.
- Perform collection system maintenance and repair during after-hours periods including holidays and weekends.
- Perform other related duties as required.

## **Qualifications**

### **MINIMUM QUALIFICATIONS**

- N/A

### **PREFERRED QUALIFICATIONS**

- 2 years' experience of utility construction, including pipes and piping systems.
- Commercial Driver's License.
- Grade 2 Wastewater Collections License.

## **Working Conditions**

- The willingness and ability to work in cramped/tight/confined working conditions where movement is restricted.
- The willingness and ability to work flexible schedules (e.g., holidays, overtime, coming in early, staying late).
- The willingness and ability to be called into work outside of one's regular work schedule at any time.
- The willingness to work in dirty or greasy conditions.
- The willingness and ability to work at elevations up to 50 feet above ground level.

## **Physical Requirements**

- The ability to make repeated flexing movements (bend, stoop, stretch, crawl, kneel, squat, twist, reach out) with the arms, legs, or body.
- The ability to move, lift, carry, and place equipment, tools, materials, supplies, or other objects ranging in weight from 51 to 100 pounds without assistance.
- The ability to move, lift, carry, and place equipment, tools, materials, supplies, or other objects weighing 101 or more pounds with assistance or mechanical equipment (e.g., hand cart, crane).
- The ability to move hands to grasp, manipulate, or assemble objects, and make repetitive hand movements (e.g., grasping, turning).
- The ability to efficiently manipulate small objects (e.g., parts, resistors) t includes using small tools (e.g., tweezers, screwdriver), instruments, and controls.
- The ability to walk approximately 1 mile per day.

## **Knowledge and Skills**

- Knowledge of hand tools (e.g., screwdrivers, pliers, wrenches, hammers, saws).
- Knowledge of torqueing procedures and tools.

- Knowledge of power tools (e.g., drill press, grinders, saws, drills, impact wrenches, pneumatic wrenches, pipe threader, conduit bender).
  - Knowledge of precision measuring tools (e.g., measuring tapes, layout tools, micrometers, calipers, dial indicators, laser aligners).
  - Knowledge of proper lifting techniques.
  - *Knowledge of and the ability to operate hoists (e.g., electric, manual, pneumatic)..*
  - *Knowledge of procedures used and the ability to operate forklifts.*
  - *Knowledge of procedures used and the ability to operate powered industrial trucks (e.g., carts).*
  - *Knowledge of rigging/hoisting equipment (e.g., straps, eye bolts, cables, chokers, chain hoists, come-a-longs), including its function and operation.*
  - *Knowledge of and the ability to drive heavy equipment vehicles (e.g., excavators, bulldozers, vacuum truck, etc.).*
  - *Knowledge of preventative service maintenance procedures.*
-