

FREMONT SANITATION DISTRICT JOB DESCRIPTION

TITLE: CCTV Technician I
PAY GRADE: 3
DEPARTMENT: Collections (02)
SUPERVISOR: Collections Foreman
FLSA STATUS: Non-Exempt

JOB SUMMARY:

The CCTV Technician I is an entry-level position within the CCTV Technician – Collections series. This position will work under the general supervision of the Collections Foreman to assist in performing the televising and inspection of the wastewater collection system for Fremont Sanitation District. The employee will also perform all other tasks within the Collections Department and required on-call duties. The CCTV Technician I position is typically a training position for employees that have limited or no related work experience and is intended to serve as a transitional position for advancement into the Technician II and III level positions.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED equivalent
- Minimum of one (1) year relevant experience preferred
- Six months experience in sanitary sewer CCTV work or related industry preferred

LICENSURE/CERTIFICATION REQUIREMENTS:

- Current valid Colorado “R” Driver’s License
- Must obtain Colorado Class “B” Commercial Driver License (CDL) within one year of employment
- Must obtain Class I Wastewater Collection Certification from the CCWP within one year
- Must obtain Trench Safety Certification within one year of hire
- Must obtain Certification for Confined Spaces within one year of hire

EMPLOYMENT REQUIREMENTS:

- Upon offer of employment, will be subject to a pre-employment background check, including employment references, criminal history, and driving record review.
- Applicant shall be subject to and must be able to pass additional background checks in order to obtain access to prison properties upon offer of employment.
- *CDL Required positions* shall be subject to a pre-employment drug and alcohol testing program that fulfills the requirements of Code of Federal Regulations Title 49, Part 382 for Commercial Driver’s License holders upon offer of employment.
- Employee will be required to successfully pass (100%) a safety-related test conducted by the District within three months of employment.
- Employee will be required to successfully pass (100%) a construction certification test within three months of employment.

- All employees of the District will be required to follow all rules and guidelines as outlined in the District's Personnel Manual and Safety Manual and programs.
- **This is a safety sensitive position** which will be subject to the District's random drug/alcohol testing policy.
- Regular attendance and punctuality are essential to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive, and employee will be called upon to perform other duties and special assignments which are outside of the primary areas of employment.

- Assist with setup and operation of a closed-circuit television system consisting of remotely operated cameras, monitors, recording systems, and associated equipment.
- Input data found during closed circuit television inspections, manhole inspections, and field inspections into a database.
- Assist with the evaluation of the condition of sewer mains using PACP guidelines.
- Uses maps to locate and document work.
- Perform routine maintenance on assigned equipment.
- Inspect sewer main and service line installation/replacement projects for compliance with the District's rules and regulations along with documenting required information.
- Read and interpret utility maps, prints, aerial imagery, and CCTV records to identify and locate the collections system (i.e., sewer mains and service connections).
- Respond to UNCC locate requests and posts responses accurately and in a timely manner.
- Operate the combination Vac-Con truck, jetter truck, and other pieces of equipment to clean and maintain the District's wastewater collection infrastructure
- Maintain and care for District equipment, vehicles, grounds, and facilities.
- Provide clear and timely reports about the conditions of the wastewater collection system.
- Utilize proper safety precautions in all work performed; reports problems and emergency situations, recognizes, avoids and reports unsafe acts, conditions, accidents, and injuries.
- Assist construction crew as needed.
- Demonstrate a high level of accuracy and attention to detail in daily work.
- Maintain records that are organized, accurate, and precise.
- Participate in on-call responsibilities on a rotating basis.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The necessary knowledge, skills and abilities described herein are representative of those that must be met by an employee to successfully perform the Primary functions of this job. Employees must adequately meet or exceed expectations relating to specific job performance standards as outlined by the District.

- Knowledge of confined space entry procedures.
- Knowledge of wastewater collection systems.

- Ability to work independently and demonstrate good time management skills to plan and accomplish assigned workload as required.
- Able to work in all types of terrain (grass, gravel, ditches, etc.), all types of environments (construction sites, highways, industrial, private property, prison complexes, etc.) and all types of weather conditions.
- Ability to concentrate on detail despite interruptions or other distractions.
- Ability to communicate in a clear and concise oral and written form.
- Ability to read and correctly interpret sewer system maps.
- Ability to perform work in a safe manner, utilizing proper precautions in all work performed.
- Ability to write clearly and legibly is required for record-keeping, note-taking, completing forms, etc.
- Knowledge of, and proficient skill to operate, all equipment used for cleaning, maintaining, televising, inspecting, and locating wastewater collections systems for on-call responsibility.
- Accurately use basic arithmetic to correctly calculate volume, quantities, and do similar calculations.
- Knowledge of recordkeeping practices and principles, customer service practices, and general office equipment.
- Ability to use computer hardware/software.
- Thorough understanding of, and ability to follow, pertinent federal, state, and local laws, codes, regulations.
- Thorough understanding of, and ability to follow District Rules and Regulations, personnel policies, and safety policies/procedures.
- Understanding of occupational hazards and standard safety precautions.
- Ability to interact in a professional and courteous manner with industry officials, customers, coworkers, and those that conduct business with the District.

WORKPLACE CONDITIONS:

While performing the duties of this job, the employee regularly works outdoors. Outside tasks are required in all-weather conditions, often in close contact with wastewater. Strong odors are frequently present at worksites. Working in confined and close spaces is required. The noise level in the work environment is usually moderate.

Work is performed in potentially hazardous environments such as electrical, infectious, and mechanical hazards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Typical requirements are:

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; employee is occasionally required to have the ability to use the sense of smell.

- Frequently remove and replace manhole lids, weighing approximately 100 lbs., using a manhole cover removal tool and may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must have the physical strength and dexterity to operate various power tools.
- Must have the physical strength and dexterity to shovel gravel, dirt, sand, and asphalt, etc. up to 5 hours per day.
- Must be able to enter and exit equipment as often as 20 times per day.
- Employee may be required to report during non-scheduled hours.

TOOLS AND EQUIPMENT USED:

The employee must have the abilities and skills to safely, efficiently and productively operate the following items: Vehicle, jetter truck, combination Vac-con truck, hand and power tools, computer, compactors, demolition saws, jack hammers, hydraulic sewer cleaning machines, various types of pumps, air compressor & pneumatic tools, electric generators, electronic locating devices, ventilators, traffic control devices, single axle and tandem axle trucks, pipe tapping machines, and hand tools and other equipment used in wastewater collection system functions.

WORK STATUS

This is a full-time position with a 40 hour per week schedule. Hours are normally 7:00 AM – 5:30 PM, Monday through Thursday, with rotating on-call duty between shifts and on weekends and holidays. Employees who are on-call are required to keep the assigned notification system within hearing distance and to remain within 30 minutes of the District’s service area. Scheduling may vary depending upon workload. Flexibility to work additional hours when needed is required. May also be required to work during emergency situations.

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| Print Employee Name: | |
| Employee signature: | Date: |