

**Evergreen Metropolitan District  
Collections & Distribution Systems Technician Trainee**

**Job Title:** Collections & Distribution Systems Technician Trainee  
**Department:** Collections & Distribution  
**Reports To:** Collections & Distribution Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** M. Rosenberg  
**Prepared Date:** 08/07/2015  
**Approved By:**  
**Approved Date:**

**SUMMARY**

This position is primarily outdoors performing maintenance on the water and sewer pipe systems including line inspections, locates, valve exercising, documentation, and operating equipment to repair and maintain main lines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Uses various power tools, hand tools, and heavy equipment to install, repair, replace, operate, and maintain the Distribution and Collections system including pipes, pipe fittings, valves, hydrants, water taps, and stop and waste valves.
2. Operates and maintains various equipment including backhoes, jackhammers, front end loaders, skidsters, forklifts, tractors, and dump trucks and may perform welding and fabricating.
3. Operates the Vactor truck to assist with cleaning and jetting the sewer mains.
4. Operates the T.V. Inspection van to inspect sewer mains and completes necessary inspection documentation.
5. Performs emergency maintenance of the Distribution & Collections system including repair of water main breaks and removal of blockages of the sewer systems; performs cleanup and repair to the impacted areas.
6. Locates and marks water and sewer lines for the District's participation in the underground utility notification program of Colorado.
7. Performs general maintenance for the C&D department building and grounds and various other District facilities.
8. Uses GPS equipment, documentation, and knowledge to update and maintain the District's electronic mapping system.
9. Assists other departments in the operation and maintenance of the water and wastewater facilities.
10. Completes various reports and documentation including time sheets for billing, written reports of the details of performance of assigned tasks, service cards, inspection reports, trenching and confined space entry permits, and sketches and drawings related to the job.
11. Performs flagging and assists with traffic containment and safety during road work.
12. Uses all required safety equipment and follows all safety regulations, policies and procedures.
13. Various other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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. Must be able to participate in the on-call rotation schedule and be able to work overtime including irregular hours, weekends, evenings, holidays as required to meet after hour needs and emergency situations.

### **EDUCATION and EXPERIENCE**

Must have high school diploma or equivalent. Must have solid knowledge in the use and maintenance of hand tools, power tools, and heavy equipment. Must have basic knowledge of electrical, welding, mechanical, and plumbing practices and techniques.

### **LANGUAGE SKILLS**

Ability to maintain a professional demeanor and positively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to communicate effectively in one-on-one and small group situation and possess excellent communications skills, both verbal and written. Ability to establish and maintain a positive, professional working relationship with all District employees and customers. Maintain composure in a fast-paced work environment, stressful situations, and during emergencies.

### **MATHEMATICAL SKILLS**

Ability to calculate percentages, fractions, conversions, measurements, and complete various mathematical equations to calculate various building and water and wastewater figures.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to read, interpret, learn and follow, a variety of detailed instructions, policies, and procedures furnished in written, oral, diagram, or schedule form such as safety rules, equipment operating instructions, and map. Ability to makes sound decisions with little input, base decisions on fact rather than emotion, and use logic to reach solutions. Ability to foresee potential problems, determine solutions, and fix problems.

### **OTHER SKILLS AND ABILITIES**

Basic computer proficiency required including Windows, Outlook, Word and Excel. Results oriented with a strong commitment to customer service. Ability to work independently or as a team and prioritize multiple, on-going projects and tasks with limited supervision. Ability to learn and understand proper equipment and tool operating techniques. Must be accountable and responsible for actions and acknowledges and correct mistakes.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Colorado Driver's license within 30 days of full time employment and be insurable under District's standards. Must have or obtain within 6 months of hire date a Class A or Class B Commercial Driver's license (CDL) and follow all applicable federal and state DOT rules and regulations.

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Must be able to obtain state of Colorado Distribution I and Collection I certificate within 18 months from hire date. Must obtain CPR/First Aid Certification within the first year of employment. Must obtain training in various safety protocol including trenching and shoring, permit required confined space entry, and lock out tag out.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to drive, walk, stand, sit, hear, talk, and use hands to operate tools, reach, climb or balance, crawl, kneel, and smell for abnormal odors. Physical ability to work in and around equipment, in areas of limited access, and confined spaces requiring standing, walking, bending, and kneeling for extended periods of time. The employee must be able to tolerate extended periods of outdoor work in adverse weather conditions. Upper body strength to lift and carry equipment and supplies as needed and must regularly lift and/or move up to 50 pounds. Ability to operate a variety of long handle, manual, power tools, technical devices, and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, moving parts and equipment, and electrical shock and performs a wide variety of physically strenuous tasks. The noise level in the work environment is usually moderate. The employee is subject to frequent interruptions.

**EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE PRINT NAME) \_\_\_\_\_

**SUPERVISOR/MANAGER ACKNOWLEDGEMENT/SIGNATURE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_