



## TOWN OF BERLIN JOB DESCRIPTION

Job Title: Distribution and Collections Technician  
Department: Water and Wastewater  
Reports To: Superintendent  
FLSA Status: Non- Exempt  
Prepared By: Human Resources Director  
Date: 11/28/2022

### OBJECTIVE:

Performs emergency and routine maintenance, inspection, installation, and repair of water, stormwater, and sewer systems in Town. Installation of taps and cleanouts when necessary. Assists in managing inventory of parts.

### JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Excavate and install water taps, sewer cleanouts, repairs, or inspections as needed
2. Maintain inventory of appropriate parts
3. Install, maintain, and read water meters
4. Clean and maintain lift stations and service pumps as needed
5. Routine hydrant flushing and maintenance
6. Exercise, maintain, and repair valves
7. Handle all chemicals in a safe manner
8. Coordinate schedule with others
9. Maintain all equipment designated for field work
10. Train other personnel when applicable
11. Document daily tasks
12. Other duties as assigned

### EDUCATION AND LICENSING:

Must possess a high school diploma or general education degree (GED). Must maintain a valid Driver's License with a good driving record; pre-employment and periodic review of Motor Vehicle Records are required. Class B Commercial Driver's License preferred. Priority will be given to candidates who possess either a Distribution and Collection license, 5A Wastewater, or a Class 2 Water license as determined by the Maryland Department of the Environment. Good math skills are a must. Must attain and maintain ATSSA flagger certification and CPR/AED certification.

#### JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

Must have at least five (5) years' experience in plumbing or related field and at least three (3) years' experience in actual water and sewer line maintenance and repair. Backhoe or Front-end loader operation experience.

Must have in depth knowledge of water and sewer main construction, water meters, plumbing, and inspection. Must have a basic knowledge of plumbing codes and ability to interpret town codes. Must have a thorough knowledge of MOSH regulations especially confined space and trench safety and be able and willing to work within those parameters.

Must be able to determine scope of job and coordinate through completion, including notifying all other utilities, marking lines, getting equipment, managing personnel, and dealing with the public. Must demonstrate the ability to perform tasks in a safe and efficient manner as well as set a standard for all individuals. Must have demonstrated a high level of written and verbal skills and the ability to relay information to relevant personnel.

#### WORK CONDITIONS:

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment can be loud. Must be able and willing to respond to emergency calls. Must be willing to work weekends and holidays on a rotating basis. Must be able to work in adverse conditions to include but not limited to rain, snow, and storms, or submerged in wastewater or potable water.

#### PHYSICAL REQUIREMENTS:

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 essential functions.

While performing the duties of this job, the employee is regularly required to use their hands and arms to reach and feel, climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Employee will be subject to pre-employment, post-accident, random, and reasonable cause drug, and alcohol testing. Employee will be subject to a pre-employment background screening.

#### RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform work required. Position is merit position as defined in Chapter VIII, Section C-8-5 of the Town Code. Position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to Water Superintendent and Wastewater Superintendent or the Director of the absence of the Superintendents.

RELATIONSHIPS:

Maintain a very high level of communication with Superintendents for directives and proposed scheduling. Maintain good relationship with other employees. Regulatory Agencies: Aid in any way possible and direct them to superintendents. Maintain and promote good Berlin to citizen relationships.