

# **LIVINGSTON COUNTY JOB DESCRIPTION**

## **WASTEWATER TECHNICAL SPECIALIST**

**Supervised By:** Wastewater Superintendent

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Wastewater Superintendent is responsible for serving as the technical expert on software and critical sanitary sewer system components, including system diagnostics, implementing and troubleshooting asset management software and SCADA systems and pump station control systems. Also assists with sanitary sewer system maintenance and repairs, performing any and all of the duties of a Wastewater Operator as needed.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and maintains sanitary sewer collection system, treatment facilities, and onsite community wastewater systems.
2. Performs any and all of the duties of a Wastewater Operator as needed.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.
4. Develops sampling protocol to comply with state and local requirements.
5. Serves as a lead responder to emergency requests on a 24-hour basis.
6. Locates and flags underground utilities in response to MISS DIG design and construction staking requests.
7. Conducts pump station drawdown tests to evaluate pump performance.
8. Stays up-to-date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.

9. Reviews and analyzes operational data collected through SCADA systems and troubleshoots, and reports concerns to the Wastewater Superintendent and Deputy Drain Commissioner.
10. Assists the Wastewater Superintendent in developing and updating standard operating procedures (SOPs).
11. Trains field personnel on utilizing various technologies such as GPS, GIS, SCADA and asset management software.
12. Installs operational controls and instrumentation for integration with SCADA systems in a variety of control schemes that monitor and control the sanitary sewer systems.
13. Serves as safety representative for sanitary sewer operations, including implementation of job hazard analysis, OSHA compliance, safety training, and recommending the purchase of safety-related equipment and supplies.
14. Troubleshoots issues with sanitary sewer control systems and communicates necessary repairs to the Wastewater Superintendent and Deputy Drain Commissioner.
15. Collects GPS data for new infrastructure and updates existing GIS maps.
16. Functions as asset management software administrator responsible for implementing software upgrades and other improvements as needed.
17. Reviews and recommends plans and specifications for instrumentation, computer programs, and other systems.
18. Complies with State of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
19. Assists with data collection, software administration, and technical training for the Drain Commissioner's Office's maintenance workers as needed.
20. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in applied science, water/wastewater environmental technology or a related technology field with five years of experience. Or, a high school diploma/GED and ten years of experience. Acceptable experience includes working as a wastewater

collection systems operator directly involved with software programs and control systems.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Michigan Commercial Driver's License Class A with tanker endorsement or the ability to obtain within a reasonable timeframe.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Advanced skills in Microsoft Word, Excel, and database management, and the ability to learn department-specific software.
- Experience collecting data using a GPS unit.
- Ability to analyze, interpret and operate various complex software programs.
- Knowledge of ArcGIS software and experience creating or modifying basic maps, including representation of geospatial data.
- Ability to respond to emergencies or service needs on a 24-hour basis

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.