

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Collections Service Technician	Grade Level:	15
CLASSIFICATION:	Non-Exempt	Dept:	WUD
CREATED:	07/20/2007	REV DATES:	04/01/22; 02/06/2017

<u>Job Description:</u>	Performs skilled tasks involving a variety of maintenance, construction, snow removal and repair activities within the Water Utilities Department (i.e., wastewater, collection system, and the water treatment/distribution operations).
<u>Accountability:</u>	Reports to Operations Foreman, Collection System Foreman or as directed by Water Utilities Superintendent.
<u>Equipment Used:</u>	Equipment includes, but not limited to: backhoe, front-end loader, dump truck, sander, grader, motor vehicles, cement mixer, snow blower, hand and power tools, etc.
<u>Environment:</u>	Inside: <u>10</u> % Outside: <u>90</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Operates and maintains heavy maintenance and construction equipment. 2. Performs preventive and routine daily maintenance on equipment as required. 3. Makes minor repairs, and reports the need for major repairs to supervisor and mechanics. 4. When assignment dictates, provides general supervision to unskilled and semi-skilled workers. 5. Ability to understand and follow oral instructions and provide general supervision to unskilled, semi-skilled and skilled workers, drivers, and other light equipment operators. 6. Assists in facility maintenance, as required. 7. Performs general maintenance of motor vehicles. 8. Performs snow removal and seasonal clean-up operations, as required, including on an emergency basis. 9. Familiar with the town's safety policy and executes safe work procedures associated with assigned work. 10. Knowledge of the maintenance requirements, work hazards, safety practices, and traffic laws relating to heavy equipment operation. 11. As needed, responsible for preparing purchase orders and submitting delivery paperwork to the office. 12. Responsible for maintaining a congenial working relationship with staff; conduct will be as professional as possible. 13. Maintains a 24-hour/day, 7-day/week availability in order to meet emergency
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situations as they may arise.
 14. Performs other duties as assigned.

Physical Activity Requirements:
 Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	
LIFT up to 10 lbs.:	X					Twisting	X					
LIFT 11 to 25 lbs.:	X					Bending:	X					
LIFT 26 to 50 lbs.:	X					Crawling:		X				
LIFT over 50 lbs.:	X					Squatting:	X					
CARRY up to 10 lbs.:	X					Kneeling:		X				
CARRY 11 to 25 lbs.:	X					Crouching:		X				
CARRY 26 to 50 lbs.:	X					Climbing:		X				
CARRY over 50 lbs.:		X				Balancing:		X				
REACH above shoulder height:		X				<u>WORK SURFACE(S)</u>						
REACH at shoulder height:	X					Equipment and vehicle cabs, rough, wet, slippery grating surfaces, steel catwalks, utility vehicles; wet asphalt surfaces.						
REACH below shoulder height:	X											
PUSH/PULL:	X											
HAND MANIPULATION	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>						
Grasping:	X					Consecutive Hours		Total Hours				
Handling:	X					1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8					
Torquing:		X				Sit	<u>1-2</u>		<u>3-5</u>			
Fingering:	X					Stand	<u>1-2</u>		<u>1-2</u>			
Controls and Equipment:	X					Walk	<u>1-2</u>		<u>1-2</u>			

Controls & Equipment

- Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary for performing essential functions of position; warning light recognition.
Tasting & Smelling:	Smelling necessary to detect smoke, fumes and leaks. Tasting not required.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
X	2 to 4 years		4 to 10 years		Over 10 years
Required:		Must be 18 years of age. Completion of high school or its equivalent.			
Experience		Experience in the operation and maintenance of heavy construction and maintenance equipment.			
Supervisory experience:		n/a			
Licensure/Certification Requirements:		Valid NH Commercial Driver's License Class "B" with airbrakes, or ability to obtain same within specified time period. Grade I Collection System certification, or ability to obtain same within specified time period.			
Other Training, and/or related Skills		Must possess a general working knowledge of methods, materials, and procedures used in municipal type maintenance and construction related tasks. Must possess sufficient strength, coordination and alertness to permit safe and efficient performance in the job.			

Summary of Occupational Exposures:

<p>Summary of Occupational Exposures:</p> <p>Exposure includes but is not limited to acids and bases; compost (dust & fungus); cleaning compounds; confined spaces; electrical shock; elevated noise levels; hydrogen sulfide; polymer; potassium permanganate; raw sewage; septage; screenings; sodium hydroxide; biosolids; ultraviolet light; zinc orthophosphate; fuels; fluids; herbicides; pesticides. May be exposed to long periods of sunlight, poisonous plants, and various insects (to include bees). Normal office equipment to include computer terminal; copy machine; fax machine, etc.</p>
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Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> ✓ Must be able to perform strenuous physical labor under varying and adverse weather conditions. ✓ Must be able to understand and follow oral and written instructions. ✓ Must be able to execute safe work procedures associated with assigned work. ✓ Must be able to follow established safety rules and procedures. ✓ Must be dependable, responsible and conscientious. ✓ Must be able to work with minimal supervision. ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. ✓ May require after hours work and/or the ability to meet emergency situations as they may arise.
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- ✓ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	04/2022
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