

NEW CASTLE COUNTY GOVERNMENT

Number 1335

CLASS SPECIFICATION

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Date 12/02/11

Title: SANITARY MAINTENANCE TECHNICIAN

Approved:

Valencio A. Best

GENERAL STATEMENT OF DUTIES: Performs general investigative work of a technical nature relating to the sanitary sewer system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs infiltration and inflow studies; assists with the Fats, Oils and Grease Program, performs or conducts various other studies on the sanitary sewer system; searches out unmapped sewer lines or buried sanitary sewer manholes using instruments and reports their locations so that others will be able to find the sewer; and performs various tests on the sanitary sewer system. This employee may be required to enter private property to inspect connections of that property to the sanitary sewer system. This employee works under the supervision of the Senior Sanitary Sewer Maintenance Technician or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Performs work safely in accordance with New Castle County safety policies, procedures, and practices and insures that work performed by subordinates is also performed safely;
- Inspects commercial food establishments for compliance with New Castle County's fats, oils, and grease regulations;
- Performs, or assists in performing, flow monitoring studies with information obtained from portable and permanent sewer meters and weirs, visual observations and other means under both normal and storm situations;
- Installs, operates, and maintains portable sewer flow meters and weirs;
- May perform, or assist in, the installation, operation and maintenance of permanent sewer meters;
- May assist sewer maintenance crews;
- Performs hydrostatic tests;
- May perform, coordinate, supervise, advise, assist with, and evaluate smoke, dye, and other tests as necessary;
- Assists in establishing and maintaining an inventory of the sanitary sewer system and assists with rating of the condition of the system;
- Inspects the condition of the sanitary sewer system and makes reports of such;
- Performs routine sanitary sewer manhole checks of complete sections of the sanitary sewer system to determine known or potential problems and records the results;

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- Prepares written and makes verbal reports of the sewer system conditions and other reports as required;
- Inspects and studies existing building connections and laterals for possible illegal perimeter drain, sump pump, and roof drain connections and also inspects operating grease traps;
- May assist with studying and investigating odor complaints when routine measures have not identified the problem or found a solution;
- May assist with locating sanitary sewer lines;
- May assist with the layout of sewer modifications and additions through the use of basic surveying techniques;
- Searches out unmapped sewer lines or buried sanitary sewer manholes using instruments and reports their locations so that others will be able to find the sanitary sewer;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of sewer construction and causes of sanitary sewer line problems and their remedies; ability to read and interpret sanitary sewer maps and sanitary sewer construction drawings and specifications; ability to operate a personal computer; good working knowledge of computer software systems including Hansen, Arc View, Microsoft Word and Excel and other standard office automation applications; ability to communicate courteously and effectively with the public and colleagues regarding the sanitary sewer system, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least one (1) year sub-professional engineering work involving sanitary sewer construction, maintenance, or operations and possession of a high school diploma or GED; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	04/29/74
Revised:	06/05/89
Revised:	01/01/91
Revised:	05/08/95
Revised:	07/01/97
Revised:	05/01/01
Revised:	12/02/11