

Job title	Collection Crewman I
Reports to	Collections Director/Forman
Approved	Commission approved 12/11/2024

Job purpose

Under general supervision, performs various tasks associated with the operation and maintenance, and repair of collection system components, roadways, and sidewalks. Will be assigned to specific duties according to company needs/or employee knowledge and abilities.

Duties and responsibilities

- Perform the installation, maintenance, cleaning, repair and/or replacement of system components such as pipe, manholes, air/vacuum valve, etc.
- Assists in performing above ground physicals on collection system, rights-of-way, maintenance, verifying proper operation of air/vacuum valves, location of manholes, and assists in minor repairs as needed.
- Assists in cleaning collection system lines as part of the preventive maintenance program and in response to stoppages, using combination truck, jet trailer, mechanical power rodder, hand rodder, or other approved methods.
- Assists in cleaning grit chambers, wet well clarifiers and digesters.
- Assists in monitoring smoke testing and dye testing operations.
- Assists in performing CCTV of collection system lines due to emergencies or as preventive maintenance.
- Assists in performing the maintenance and repair of streets, sidewalks, and curb sections, excavated areas, etc. as needed.
- Assists in loading and unloading materials for transport to and from the technical services facility (TSF) and job sites.
- Relocates traffic plates and other materials/equipment to and from the TSF and job sites as required.
- Assists in clearing rights-of-way using tractor and bush hog, backhoe, chain saws, weed eaters, bush axes, and applying chemicals.
- Operates and maintains various types of equipment and tools.
- Assists in traffic control at job site as needed.
- Performs backfilling, grading and excavation as necessary.
- Digs holes and trenches as needed.
- Verifies existing utility conflicts by post holing.
- Assists in forming, pouring and finishing concrete and applying asphalt as needed.
- May perform minor carpentry and painting work as needed.
- Observes prescribed safety rules in the performance of activities and uses safety equipment as required.
- Perform duties and responsibilities as necessary on an on-call basis after the normal shift has ended.
- Capable of assisting in all operation and maintenance activities associated with Level 1.
- Capable of following and interpreting maps and plans.
- Proficient in all equipment required to advance from trainee.
- Operates equipment and machinery safely and correctly.
- Shuts off alarms and/or pumps at various style pump stations.
- Assists with work area protection while backfilling trenches in paved and unpaved areas.
- Assists in the removal of line blockages in preventative and emergency situations.
- Repair and/or replacement of pipe and manholes.

- Must complete 50% of all scheduled On-call time
- For any scheduled on-call that cannot be worked, it is the scheduled employee's responsibility to have it covered.
- All employees are required to respond to work needs at any time including natural disasters, emergencies, and mandatory overtime.
- Performs other duties as assigned.

Professional Expectations

- Maintains high standards of work ethic and integrity as outlined in GMD's handbook.
- Performs duties in an effective and efficient manner.
- Meets the standards and expectations set by GMD.
- Completes assigned work within deadlines and in accordance with supervisor/managers directive.
- Attends work daily and abides by GMD's attendance policy.
- Follows dress code by having a clean, professional appearance.
- Maintains confidentiality for policies, procedures, and projects.
- Maintains positive relationships with co-workers, supervisors, directors, and customers of GMD.
- Attends mandatory meetings as directed.

Qualifications

Education/Experience:

- High School diploma or equivalent; required.

Certifications:

- D level certification from the South Carolina VCC; required.
- Valid Class A CDL; preferred
- Valid CDL; required.

Physical requirements

	LIFTING					CARRYING				
	Never	Occasionally	Frequently	Constantly	Height	Never	Occasionally	Frequently	Constantly	Distance
0-10 lbs.				X					X	
11-25 lbs.				X					X	
26-50 lbs.			X					X		
51-75 lbs.		X					X			
76-100 lbs.		X					X			
100+ lbs.		X					X			
					YES	NO	(IF YES, PLEASE BRIEFLY DESCRIBE)			
a. Driving cars, trucks, forklifts and other equipment?					x	☐	<u>Company vehicles – CDL required</u>			
b. Working around equipment and machinery?					x	☐	_____			

c. Walking on uneven ground?	x	☐	<u>Service call properties varies</u>
d. Exposure to excessive noise?	x	☐	<u>Possible exposure to excessive noise</u>
f. Exposure to dust, gas, fumes, or chemicals?	x	☐	<u>Chemicals for cleaning</u>
g. Working at heights?	x	☐	<u></u>
h. Operation of foot controls or repetitive foot movement?	x	☐	<u></u>
i. Use of special visual or auditory protective	x	☐	<u></u>
j. Working with bio-hazards such as: blood borne pathogens, sewage, etc.	x	☐	<u>Possible exposure to blood borne pathogens and sewage</u>

ACTIVITY	Never	Occasionally	Frequently	Constantly
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use:			X	
Is repetitive use of hand required?			X	
Simple Grasping			X	
Pushing & Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Fine Dexterity		X		
Lifting			X	
Vision			X	
Foot Controls			X	
Carrying			X	
Balancing			X	
Crouching			X	
Hearing				X
Talking				X
Environmental Conditions				
Extreme temperature (hot/cold)				X
Wetness and/or humidity (bodily discomfort)				X
Respiratory Hazards (fumes, gases, chemicals, dirt/dust)			X	
Noise and Vibration (sufficient to cause hearing loss)			X	
Physical hazards (high voltage, dangerous machinery)			X	
Health and Safety Conditions				
Mechanical hazards			X	
Chemical hazards			X	
Electrical hazards			X	
Fire hazards		X		
Explosives		X		
Communicable diseases			X	

Physical danger or abuse			X	
Non-physical Demands				
Time Pressures		X		
Emergency Situations			X	
Frequent Changes of Tasks			X	
Irregular Schedule/Overtime			X	
Multiple tasks Simultaneously			X	
Working as a Team			X	
Tedious or Exacting Work			X	
Noisy/Distracting Environment			X	

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Employee Signature:

Date: