



Job Title: C&D Tech II

Department: Operations

Reports To: C&D Lead

Directly Supervises: None

FLSA Status: Non-Exempt

Date Revised: February 5, 2025

Position Type: Full Time

Location: WWA Field Office

POSITION SUMMARY:

Collections and Distribution Tech II is responsible for the operation, maintenance, and repair of water, sanitary sewer, and drainage systems. This role involves using heavy equipment to perform essential tasks such as system installations, repairs, and inspections. The technician will ensure the functionality and efficiency of these systems while adhering to safety standards and regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate a variety of heavy equipment, such as bulldozers, excavators, cranes, loaders, backhoes, forklifts, or graders, depending on the job requirements.
- Regrade ditches, drainage swales and residential water repair areas to the correct grade and profile, ensuring proper drainage flow and system functionality. Use appropriate equipment and techniques to achieve the required slope and alignment and regrass.
- Make repairs to the Storm Sewer and Sanitary Sewer systems, addressing issues such as blockages, leaks, or damaged infrastructure.
- Perform televising (TV) inspections of sanitary sewer house lines as part of customer service.
- Conduct inspections of the storm sewer system as needed, assessing the condition and functionality of pipes, inlets, and other components.
- Assist with water taps and water line repairs during periods of higher-than-normal request.
- Be available for "On-Call" duty after hours as scheduled on the "On-Call" calendar, responding promptly to emergency situations or urgent requests.

COMPETENCIES:

To perform the job successfully, an individual must demonstrate the following competencies:

CORE COMPETENCIES

- **Organizational Agility**
Knowledge about how WWA works; understands and appreciates the origin and reasoning behind key policies, practices, and procedures; understands the culture of the organization; knows how to get things done in a manner that compliments the WWA's policies, practices, and culture.
- **Drive for Results**

Pursues everything with energy, drive and a need to finish; does not give up before finishing, even in the face of resistance or setbacks; steadfastly pushes self and others for results.

- **Teamwork and Cooperation**
Ability to effectively work as an active and contributing member of a team to complete assignments and achieve goals; actively seeks ways to support other team members and promotes cooperation.

JOB SPECIFIC COMPETENCIES

- **Following Directions**
Receiving, understanding and carrying out assignments or following procedures with minimal supervision.
- **Customer Focus**
The ability to demonstrate concern for satisfying one's external and/or internal customers by solving problems, understanding customers' needs/concerns, and presents oneself in a professional and positive manner.
- **Initiative**
Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Attendance and Dependability**
Follows instructions, responds to management direction; takes responsibility for one's own actions; keeps commitments and is dependable in nature; completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security**
Supports and is safety aware; reports potentially unsafe conditions; uses equipment and materials properly.
- **Flexibility and Adaptability**
Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

OTHER SKILLS AND ABILITIES/DUTIES:

- **Time Management**
Prioritize tasks and manages time to ensure that deadlines are met.
- **Ability to Learn**
Tends to learn new skills quickly on his/her own and applies them quickly and effectively to work situations.
- **Detail-oriented**
Ensuring that one's own and others' work and information are complete and accurate, following up with others to verify information.
- **Collaboration**
The ability to develop, maintain, and strengthen partnerships with others inside or outside WWA who can provide information, assistance, and/or support.
- **Language Skills**
Strong verbal and written skills are required. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions and decimals in English and metric units. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Basic and principles of measurement.
- **Computer/Technology Skills**
To perform this job successfully, an individual should have the ability to create and maintain detailed spreadsheets, generate charts and graphs in Microsoft Excel; proficiently compose correspondence, forms, templates, and other documents using Microsoft Office Word.
- **Oral Communications**
The ability to express oneself clearly in conversations and interactions with others.
- **Written Communication**
The ability to express oneself clearly in business writing.

This position is classified as essential personnel. The individual holding this position will be required to work as required in (1) preparation for prolonged emergency operations and/or (2) during recovery from prolonged emergency operations as directed by his/her direct supervisor/manager, or the General Manager.

EDUCATION REQUIREMENTS:

<u>Degree/Diploma Obtained</u>	<u>Program of Study</u>	<u>Preferred or Required</u>
High School Diploma or Equivalent	General Studies	Required

EXPERIENCE REQUIREMENTS:

<u>Years of Service</u>	<u>Type of Experience</u>	<u>Preferred or Required</u>
3 Years	Customer Service	Required

CERTIFICATIONS & LICENSES:

<u>Title</u>	<u>Preferred or Required</u>
Texas Driver's License with Insurable Driving Record	Required
OSHA 30 Hour General Industry Certification	Required
TCEQ License – Water - <i>Class D</i>	Required
TCEQ License – Wastewater – <i>Collection Class I</i>	Required
TCEQ License – Water - <i>Class C Distribution</i>	Preferred
TCEQ License – Wastewater – <i>Collection Class II</i>	Preferred
Applicable Equipment Certifications	Preferred

SUPERVISORY RESPONSIBILITIES:

This job has no continuous supervisory responsibility.

PHYSICAL REQUIREMENTS:

<u>Demand Type</u>	<u>Frequency</u>
Carry up to 25 lbs.	Frequently (1/3 to 2/3 amount of time)
Carry up to 50 lbs.	Occasionally (Less than 1/3 amount of time)
Lift up to 25 lbs.	Frequently (1/3 to 2/3 amount of time)
Lift up to 50 lbs.	Occasionally (Less than 1/3 amount of time)
Climb or balance	Frequently (1/3 to 2/3 amount of time)
Reach overhead with hands and arms	Occasionally (Less than 1/3 amount of time)
Reach with hands and arms	Frequently (1/3 to 2/3 amount of time)
Stoop, kneel, crouch, crawl, squat, or bend	Frequently (1/3 to 2/3 amount of time)
Sit	Regularly (More than 2/3 of time)
Stand	Regularly (More than 2/3 of time)
Talk or hear	Regularly (More than 2/3 of time)
Use hands to finger, handle, or feel	Regularly (More than 2/3 of time)
Walk	Regularly (More than 2/3 of time)

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT REQUIREMENTS:

<u>Demand Type</u>	<u>Frequency</u>
Moderate noise level	Occasionally (Less than 1/3 amount of time)
Work near moving mechanical parts	Frequently (1/3 to 2/3 amount of time)
Fumes or airborne particles	Occasionally (Less than 1/3 amount of time)
Outdoor weather conditions	Regularly (More than 2/3 of time)
Extreme weather conditions	Occasionally (Less than 1/3 amount of time)
Risk of electrical shock	Occasionally (Less than 1/3 amount of time)
Hazardous chemicals	Frequently (1/3 to 2/3 amount of time)
Working in/near trenches	Frequently (1/3 to 2/3 amount of time)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE STATEMENT OF UNDERSTANDING:

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties, and/or responsibilities that may be required of me. Also, I understand that duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

I agree to comply with WWA's policies and all laws, rules, and regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of WWA. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

PRINT POSITION TITLE

SIGNATURE

DATE

PRINT NAME