



OFFICE OF HUMAN RESOURCES
101 North Court Street
Frederick, MD 21701
(301) 600-1810
(301) 600-1878 FAX
www.cityoffrederickmd.gov

JOB ANNOUNCEMENT TITLE: INFLOW & INFILTRATION TECHNICIAN I – IV

OPENING DATE: July 13, 2022

RECRUITMENT STATUS: In-house/Public

SALARY: Depends on Qualifications

STATUS: Full Time

CLOSING DATE: July 26, 2022

ANNOUNCEMENT #: POS-170-22

DEPARTMENT: Sewer Maintenance

FLSA STATUS: Non-Exempt

At The City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

This is skilled manual work, an equipment and motor vehicle operator's position in the Inflow and Infiltration Department. An employee in this class, under general supervision of a foreman, operates light, medium and heavy-duty vehicles and equipment, as well as performs manual labor and other duties as required in the activities of flow monitoring and TVing wastewater and storm water facilities. This employee must be able work independently and be capable of exercising good judgment. This employee will assist in finding and identifying Inflow and Infiltration potential problem areas throughout the City. This employee will also assist in the CIP project on methods of repairs and actual repairs of the city's sewer and storm drain systems. The employee in this position is considered essential personnel and will be required to respond to emergencies as needed throughout the Department of Public Works.

INFLOW & INFILTRATION TECHNICIAN I

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in collecting data from flow meters, relating to the Inflow and Infiltration study.
- Assists with the installation and maintenance of flow monitoring equipment and TV inspections.
- Sets up CCTV equipment in manholes, inlets for inspections.
- Operates equipment, including but not limited to: pickup trucks, sewer cleaning and inspection equipment, air compressor, power mower, jack hammer. Assist with the installation and maintenance of flow monitoring equipment and TV inspections.
- Uses hand tools, including but not limited to: hammers, wrenches, saws, digging irons, sledgehammers, to maintain, repair or access wastewater and storm water collection system structures, mainlines, services, and facilities.
- Performs preventative/routine maintenance and repairs on wastewater and storm water collection system structures, mainlines, services, and facilities.
- Cleans wastewater and storm water collection system structures, mainlines, services, and facilities. As well as gutters, culverts, and other drainage structures.
- Responds to and addresses initial service calls received by the department and works to resolve the complaints.
- Enters data on work completed on spreadsheets and work order software. Access data from inspection software.
- Reads and understands Utility and Site Plan Maps, both paper and electronic.
- Locates and marks out the locations of the City's wastewater and storm water structures, mainlines, services, and facilities.
- Enters and preforms work in confined spaces.
- Assists with digging and backfilling trenches for pipe repair or installation.
- Assists in the installation, maintenance and repairs of indoor and outdoor building plumbing and fixtures.
- Assists in the set up work zone and pedestrian controls. Flags traffic as required.

- Hauls personnel, refuse, gravel, dirt, trash, etc. Plows snow and salts roads and walkways.
- Cuts brush and weeds; spreads sand and salt on slick and hazardous roads.
- Operates air tools or light equipment used for water and sewer utility maintenance operations.
- Mixes concrete and mortar.
- Installs, lays, builds, pours, finishes, repairs and/or replaces brick, poured-in-place or pre-cast concrete structures.
- Repairs road surfaces with asphalt mix.
- Performs first echelon maintenance on assigned vehicles and equipment.
- Establish and maintain effective working relationships with City officials, co-workers, other departments, vendors, and the general public as well as employees of utilities and other agencies whose business is related to wastewater collections operation, construction and maintenance.
- Communicate information to other departments and the general public. Must communicate in a courteous and effective manner.
- Performs other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a general education degree (GED).

REQUIRED CERTIFICATES AND/OR LICENSES:

- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.
- Maryland State Flagger Certification or ability to obtain within six (6) months from date of hire. The employee must maintain the certification for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices. (moved from duties)
- Experience with heavy equipment.
- Experience with Mainline jetting and vacuuming equipment.
- Experience with buried pipe and basic plumbing skills.

OTHER DESIRABLES:

- Background or work experience in plumbing is desired.

INFLOW & INFILTRATION TECHNICIAN II

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all of the duties listed under the Inflow & Infiltration Technician I.
- Collects data from flow meters, relating to the Inflow and Infiltration study.
- Assists with the installation and maintenance of flow monitoring equipment and TV inspections.
- Collects and records data; and generates reports in written and computerized forms, relating to the Inflow and Infiltration study.
- Investigate, identify and record sources of inflow and infiltration within the City's wastewater and storm water facilities, and updates utility index's as necessary
- Operates, maintains and repairs sewer TV inspection equipment
- Operates additional equipment to include: dump trucks, crane trucks, sewer jetting trucks, backhoes, front end

loaders

- Meets with contractors and homeowners to review and perform locate requests.
- Sets up work zone and pedestrian controls, flags traffic as required.
- Loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment.
- At the Superintendent's discretion, may be assigned to the department stand-by. Stand-by includes coverage during nonworking hours for a week at a time, several times throughout the calendar year. Reports to work in the event of a departmental or city-wide emergency.
- Performs other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a general education degree (GED).
- One (1) year of related experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in the Inflow & Infiltration Technician I above.
- Valid Class B CDL license with air brakes and Tanker endorsement in good standing with satisfactory driving record that meets insurability standards of the City's insurance carrier. The employee must maintain the license for the duration of their employment.
- Maryland State Flagger Certification or ability to obtain within six (6) months from date of hire. The employee must maintain the certification for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Successfully complete workplace training provided for confined space, first aid/CPR, and basic electric safety
- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.
- Experience with heavy equipment.
- Experience with Mainline jetting and vacuuming equipment.
- Experience with buried pipe and basic plumbing skills.

OTHER DESIRABLES:

- Experience with grant administration and contract management.
- Background or work experience in plumbing is desired.

INFLOW & INFILTRATION TECHNICIAN III

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all of the duties listed under the Inflow & Infiltration Technician II.
- Generates reports in written and computerized forms, relating to the Inflow and Infiltration study.
- Investigates, identifies and records sources of inflow and infiltration within the City's wastewater and storm water facilities.
- Inspects new construction of Sewer and Storm water utilities and reports any issues to Project Inspectors.
- Assigned to the department stand-by. Covered during nonworking hours for a week at a time, several times throughout the calendar year. Reports to work in the event of a departmental or city-wide emergency
- Occasionally supervises a small crew (work direction only).

- Uses level and transit to obtain and/or establish grade, elevations and alignments.
- Performs maintenance work such as setting forms and inlets, curbs and gutters.
- Answers phone calls, emails and /or communicate information to vendors, contractors, other departments, and the general public. Must communicate in a courteous and effective manner.
- Installs, maintains and repairs indoor and outdoor building plumbing and fixtures.
- Digs and backfills trenches for pipe repair or installation.
- Responsible for advising Foreman of items to be completed on various jobs.
- Assigned to the department stand-by. Stand-by is covered during nonworking hours for a week at a time, several times throughout the calendar year. Reports to work in the event of a departmental or city-wide emergency.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a general education degree (GED).
- Two (2) years of related experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in the Inflow & Infiltration Technician II above.
- Maryland Temporary Traffic Control Manager's Certification. Move this to requirements of a Tech IV
- Temporary MDE Wastewater Collection II Operators license or ability to obtain within 18 months from date of hire.
- PACP certification or ability to obtain within 18 months from date of hire. The employee must maintain the certification for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Successfully complete workplace training provided for confined space, first aid/CPR, and basic electric safety
- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.
- Experience with heavy equipment.
- Experience with Mainline jetting and vacuuming equipment.
- Experience with buried pipe and basic plumbing skills.

OTHER DESIRABLES:

- Experience with grant administration and contract management.
- Background or work experience in plumbing is desired.

INFLOW & INFILTRATION TECHNICIAN IV

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to perform all of the duties listed under the Inflow & Infiltration Technician III.
- Researches and plans areas in the city for additional flow studies.
- Assists in planning, coordinating and scheduling work for assigned I&I crews.
- Assists Engineering Dept. and GIS Department with creating/updating drawings and maps of the sanitary stormwater assets within the City.
- Advises Superintendent on items needed for annual budget.
- Works with vendors to acquire quotes on equipment, supplies, and services needed in the department.
- Gives input on new hires and participate on interview panels.

- Will fill in for the foreman if needed.
- Performs other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or a general education degree (GED).
- Three (3) years of related experience. A combination of relevant education, experience, and/or training may be substituted to meet this requirement.

REQUIRED CERTIFICATES AND/OR LICENSES:

- All requirements listed in Inflow & Infiltration Technician III above.
- MDE Wastewater Collections II Operators license or passes the MDE Wastewater Collections II exam and receives their Operators license. The employee must meet the requirements for recertification every three (3) years. Licensee must earn 16 hours of MDE approved continuing education training.
- Maryland State Traffic Control Manager Certification. The employee must maintain the certification for the duration of their employment.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Successfully complete workplace training provided for confined space, first aid/CPR, and basic electric safety
- Ability to read and comprehend operating and maintenance instructions and manuals, short correspondences and memos in English.
- Ability to write routine reports and correspondences in English.
- Ability to speak in English effectively and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance
- Proficient computer skills, with an understanding of Microsoft Office (Word, Excel and Outlook) and the ability to learn new software.
- Ability to operate a vehicle on a regular basis, observing legal and defensive driving practices.
- Experience with heavy equipment.
- Experience with Mainline jetting and vacuuming equipment.
- Experience with buried pipe and basic plumbing skills.

OTHER DESIRABLES:

- Experience with grant administration and contract management.
- Background or work experience in plumbing is desired.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this 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; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; work in confined spaces; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; confined spaces, explosives, risk of radiation, and vibration. The employee is occasionally exposed to wet and/or

humid conditions, extreme cold, and extreme heat. May be exposed to potentially infectious agents associated with sewerage. The noise level in the work environment is usually moderate.

Equal Opportunity Employer