



DATE: January 11, 2020

RE: Job Posting – Collection Maintenance II

This is to advise that the Sanitary District is seeking a Collection Maintenance II. The Collection Maintenance II position performs driving of multi-axle vehicles, and a CDL Class B License (or Higher) is required for this position. The Collection Maintenance II position also performs a variety of skilled and manual work in the construction, repairing, cleaning, locating, and inspection of the wastewater collection system, storm water drainage systems, and green infrastructure systems; operate a variety of light construction equipment, inspection equipment, and sewer system cleaning machines.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City or at <http://www.mcsan.org/CollectionII-packet.pdf>. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, January 24, 2020.



SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Collection Maintenance II Today's Date: _____

Are you seeking: Full-Time ☐ Part-Time ☐ Temporary/Seasonal ☐ employment? Start Date: _____

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes ☐ No ☐
If hired, can you furnish proof you are eligible to work in the U.S.? Yes ☐ No ☐

Social Security Number (optional) _____

Have you ever applied here before? Yes ☐ No ☐ If yes, when? _____
Were you ever employed here? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes ☐ No ☐
If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes ☐ No ☐
If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes ☐ No ☐
Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes ☐ No ☐
If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/ Certificate	Subjects Studied
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High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			

What skills or additional training do you have that relate to the job for which you are applying: _____

What machines or equipment can you operate that relate to the job for which you are applying: _____

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
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NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, give details. _____		
Are you presently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____



MICHIGAN CITY SANITARY DISTRICT
Job Description and Specification

POSITION: Collection Maintenance II
DEPARTMENT: Collection System

GENERAL DESCRIPTION:

The Collection Maintenance II position performs driving of multi-axle vehicles, and a CDL Class B License (or Higher) is required for this position. The Collection Maintenance II position also performs a variety of skilled and manual work in the construction, repairing, cleaning, locating, and inspection of the wastewater collection system, storm water drainage systems, and green infrastructure systems; operate a variety of light construction equipment, inspection equipment, and sewer system cleaning machines.

SUPERVISION RECEIVED & EXERCISED:

- Receives direct supervision from the Assistant Superintendent and the Foreman of the Collection Department.
- Exercises limited technical job completion and equipment operation supervision over Collection Maintenance I positions, when necessary.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Perform a variety of construction, repair, cleaning, and inspection work including hydroflush cleaning, and locating.
- Drive and operate the sewer cleaning machines.
- Perform sewer maintenance service calls and preventive maintenance sewer inspection, and cleaning activities.
- Communicate with residents, business owners, and members of the public when sewer problems occur and report such problem to supervisors.
- Use cellular and computer technology to input work order information, locate sewers, document work.
- Operate equipment such as pumps, compressors, and generators.
- Break and cut concrete and paved surfaces using jack hammers, pavement, and cement saws.
- Perform street patch paving work.
- Repair structures such as manholes, storm inlet grates, and sewers.
- Use a variety of manual-operated tools.
- Assist in maintaining and caring for assigned tools and equipment.
- Checks vehicles and equipment and make reports of findings.

- Perform general labor duties.
- Perform related duties as required.

EDUCATION, LICENSES, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, license, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses

The following education and license requirements and preferences apply:

Education:

- High School diploma, or GED equivalent, required.
- Possession of a valid Class B or higher Commercial Driver's License (CDL) is required.
- Possession of a Class I or higher Wastewater Operator License is preferred.
- Possession of a Class I or higher Wastewater Collection System Operator Certification is preferred.
- Possession of a Sewer Video Inspection Certification from National Association of Sewer Service Companies (NASSCO) is preferred.

Experience:

The following Experience requirements and preferences apply:

- Experience in sewer construction, maintenance, and cleaning work is preferred.
- Experience with driving multi-axle vehicles is required.
- Experience with conducting vehicle inspections as required by the Department of Transportation's Federal Motor Carrier Safety Administration

Knowledge

This position requires the Knowledge of:

- Methods, materials, tools, and equipment used in construction and maintenance, including sewer collection systems work.
- Potential safety hazards and appropriate precautions applicable to work assignments.
- Sewer systems and green infrastructure.
- Proper operation and maintenance of sewer cleaning machines and other related d repair and construction equipment.

Abilities

The requirements for this position include the ability to:

- Know, understand, and perform all job duties.
- Identify sewer structures.
- Drive and Operate sewer cleaning machines and a variety of power-driven equipment.

- Perform a variety of skilled and manual work in the construction, repairing, cleaning, locating, and inspection of the wastewater collection system, storm water drainage systems, and green infrastructure systems; operate a variety of light construction equipment, inspection equipment, and sewer system cleaning machines.
- Operate hand and power tools, including air compressors, jack hammers, and cement mixers.
- Perform heavy manual labor.
- Read maps, sewer system drawings, and other related documents.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn and observe all appropriate safety precautions as required by the District and use of proper personal protective equipment as required.
- Work different shifts, on-call, weekends, and holidays as required.

SPECIAL REQUIREMENTS, PHYSICAL DEMANDS, AND WORKING CONDITIONS

- Frequently required to stand, walk, and sit; use hands to handle, use, or feel objects, tools, and controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk, listen (hear), and smell.
- Work outside in all types of weather conditions.
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and acidic or caustic chemicals.
- The noise level in the work environment is usually moderate.
- Use telephone and write or use a keyboard to communicate through written means; communicate via mobile communication devices and computers.
- Successfully pass a physical examination, including drug and alcohol screening.
- Sit to drive or ride in vehicle for long periods of time, walk, stand, bend, squat, climb, kneel, and twist while getting in and out of trenches
- While working in sewage; perform simple and power grasping, pushing and pulling, fine manipulation, use feet to operate foot controls,
- Lift or carry weight of 100 pounds
- Hear traffic noise and observe oncoming traffic for safety.
- Communicate via radio and hear radio dispatch signal.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: sitting, walking, standing for prolonged periods of time, or lifting.
- Verbally communicate, hear, smell, and have visual ability for close work and distance work and distinguish colors and gray scale contrasts.
- Work near moving mechanical parts.