

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title:	<u>Collection Systems Analyst</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>CB14</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig	<u>Union Eligible</u>
Occupational Group	<u>Environmental Sciences</u>

**PRIMARY PURPOSE:**

To develop and coordinate the Capacity, Management, Operation, and Maintenance (CMOM) program of the City's Sanitary Sewer Collection System. Performs complex analysis and guidance on efforts to improve the quality of the community's water resources with a primary focus on collection system maintenance and watershed management.

**SUPERVISION:**

Under general supervision of the Superintendent of Clean Water Services or Professional Engineer as assigned.

**DESCRIPTION OF WORK**

**ESSENTIAL FUNCTIONS:**

1. Updates and maintains the department's Capacity, Management, Operation, and Maintenance (CMOM) program. Serves as the central point of contact for coordinating CMOM development within the different work groups and divisions of Environmental Services.
2. Analyzes rainfall and/or flow meter data for wastewater and storm water operations. Investigates relationships between rainfall and sewer system response/treatment plant flows.
3. Performs statistical analysis on data and creates graphs/maps for display purposes.
4. Utilizes GIS system to provide analysis of spatial and relational databases and produces maps to convey this information.
5. Utilizes GIS system to investigate pollutant sources based on the results of storm water and/or wastewater field sampling or observations.
6. May be assigned to individual projects that require research such as assessing the environmental impacts of specific pollutants.
7. Utilizes computer software including Excel and other database software to display and maintain information. Maintains databases of water quality data and uses this information to track and research pollutant sources.
8. Interprets data from the Sanitary Sewer System model and use this information for capacity analysis and planning.
9. Performs analysis to guide the planning and scheduling of future I&I work.
10. Produce real-time maps of rainfall during storm events and distributes results to City staff and our partners.
11. Works with consulting engineers on providing analysis and system information.
12. Prepares reports for Environmental Services as well as for consultants.
13. Provides historical information such as amounts of overflows, types, dates, pipe size, type, amount, etc. and summarizes data in quick and concise format.
14. Travels to a variety of off-site locations to collect water quality samples.

**Important Functions**

1. Attends conferences, seminars, and other training for professional development purposes.

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Must possess extensive knowledge of wastewater and stormwater infrastructure systems as well as technical knowledge related to water quality data analysis, Federal, State and Local laws relating to water quality and natural resources, and proficient knowledge of software such as word processing, spreadsheets, databases, and GIS systems. Must possess knowledge of water sampling methods and techniques.

**Abilities**

Effectively analyzes the information needed to inform cleaning, repair, inspection, and maintenance activities of the sanitary sewer collection system; effectively develop, read, interpret and evaluate applicable consent decrees, goals, guidelines, maps, plans, policies and schedules accurately and timely; prepare and properly maintain accurate and timely comprehensive records, reports, and other documents; follow oral and written instructions; deal effectively and courteously with associates and a wide variety of external contacts including the general public, outside agencies, consultants, and vendors; communicate effectively both verbally and in writing; organize and prioritize work; analyze problems and draw sound conclusions; research and interpret technical information; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s and Division’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires a Bachelors Degree from an accredited college or university with an emphasis in engineering, science, planning, environment or natural resources or related area of study plus four years of work related experience in a related environmental or natural resources program. Must have extensive experience using database and GIS software. Any combination of work related experience and coursework equivalent to the above stated requirements is acceptable.

**Physical Requirements**

Must be able to make periodic field inspections at a variety of locations within the city. Must be able to operate a computer keyboard and mouse.

**Working Environment**

Will be in both a general office and outdoor work environment susceptible to extreme weather conditions. Will have exposure to environmental conditions and chemicals related to water quality sampling.

**Licensing/Certification**

Must possess a valid Motor Vehicle Operator’s License.

**Miscellaneous Requirements**

Must be able to provide reliable means of transportation to and from administrative, evaluation, inspection, supervision and testing sites; if operating a personal vehicle for the purposes of completing job duties, must possess required insurance (mileage reimbursement is provided).

<b>Last Revision:</b>	May 26, 2016	<b>GENERAL ORDINANCE NO.</b> 6204
<b>Comments:</b>	Updated bargaining unit eligibility	<b>Date:</b> June 22, 2015

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_