



Collection Operator Trainee- 2nd Shift

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Collection Operator Trainee** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$47,986.00 starting..**

If our **Collection Operator Trainee** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE: Collection Operator Trainee

GRADE 8

DEPARTMENT: Water Quality

FLSA STATUS: Non-Exempt

REPORTS TO: Collections Superintendent

GENERAL DEFINITION OF WORK:

Responsible for the daily checking and operations of wastewater pump stations, grinder pump systems, maintaining gravity sewage collection systems, associated equipment and individual services. Direction is given by the Collections Superintendent.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists in operating sewage pump stations, checking flows and reading meters, troubleshooting problems, handling service calls with the public.
2. Position is required to make entries into confined spaces on a weekly/ daily basis depending on the duty being performed.
3. Position is required to perform basic electrical testing of pump and control components, including but not limited to testing with electrical meter for amps and voltage, replacing damaged electrical components, such as fuses and capacitors. As well as direct wiring of residential grinder pumps.
4. Performs routine maintenance of collection system equipment such as changing oil, packing and greasing pumps, changing oil/ air filters, cleaning floats, replacing batteries, etc.
5. Operates/ maintains various types of positive displacement and centrifugal pumps, blowers, generators, control systems, grinder pumps, and related equipment.
6. Maintains daily log of operations performed, records flow and tests results
7. Flushes gravity sewer mains, pumps out residential holding tanks, and exercises low and high-pressure system valves.
8. Operates heavy equipment such as CDL class sewer flushing trucks, vacuum trucks. Also operates specialized equipment such as CCTV inspection truck.
9. Collects samples and performs specialized testing such as smoke test, chlorine, and H₂S testing as required.
10. Locates sewer mains and laterals as part of Miss Utility program.
11. Maintain good public relations, while in the community and on service calls.
12. Set up and adjust chemical feed systems.
13. Performs all related duties as may be required of the position

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic mechanical/ electrical skills and knowledge.
2. Ability to operate hand tools.
3. Ability to operate tank truck and flusher.
4. Ability to work and communicate with the public.
5. Willingness to be on call 24 hours per day.

EDUCATION AND EXPERIENCE:

1. High School Diploma.
2. Mechanical, electrical, plumbing experience preferred.
3. One-year experience in collections or related field.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is a heavy work position requiring exertion of 75 pounds of force occasionally, up to 50 pounds frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, visual inspection involving small defects and/ or small parts, assembly or fabrication of parts at or within arms-length, operation of machines, including office machines, operation of motor vehicles and/ or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to internal and external environmental conditions, extreme cold, extreme heat, and extreme noise, and vibration, hazards such as traffic, engulfment, as well as electrical, atmospheric conditions, chemicals, oils, and fuel. The worker may also be exposed to blood borne pathogens and will be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

- Pass the Maryland Wastewater Collections Class 2 exam within three (3) years of employment.
- A valid Class "B" Commercial Driver's License for air brake equipped vehicles.
- Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hire:
 - Must obtain Class "B" learners permit within 90 calendar days from date of hire.
 - Must obtain and maintain a valid Class "B" Commercial License within the first 9 months from date of hire.
- This is a second shift position from 1:00pm to 9:00pm.

9/2016, 10/2018, 7/2019, 10/2019, 2/2020, 7/2025

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form

I-9 employment eligibility verification document upon request.

Easy Ways to Apply:

- Visit our website at <https://www.washco-md.net/jobs/>
or
- Complete and email an Application to HR@washco-md.net
or

- Complete and mail Application to:

**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Tuesday, July 29th, 2025 @ 4:00pm