



Range: SG-8, SG-9, SG-10, SG-11
FLSA Status: Non-Exempt
Date: July 9, 2014

WASTEWATER COLLECTIONS OPERATOR (Entry, I, II, III)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class at various levels of certification. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of skilled tasks in the operation, maintenance, and repair to the City's wastewater collections system infrastructure, grounds, and equipment; to ensure public health and safety; to ensure compliance with federal, state, and local regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Collections Operator or other assigned designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

All Levels and Entry Level

1. Participates in appropriate safety procedures, including but not limited to working in confined spaces; lock-out tag-out procedures; fall protection; traffic control; ladders; reporting and/or correcting unsafe work conditions.
2. Performs daily rounds and reads by visually checking equipment, meters, and systems, and maintaining logs and records.
3. Properly collects samples for laboratory analysis.
4. Services and repairs pumps, motors, valves, meters, and other mechanical equipment.
5. Performs preventative maintenance: oils, greases, cleans, and services collections equipment.
6. Responds to wastewater spills and blockages; determines causes; implements appropriate actions.
7. Participates in call-backs for collections and plant system.
8. Designation at a given operator level shall require demonstration of not only certifications required at the level, but also the ability to satisfactorily perform the functions of the level.

Operator I Level

9. Functions for All Levels apply to this level in addition to those under the Operator I Level heading.

10. Cleans and rods sewer mains and laterals; operates high pressure rodders; operates vactor truck
11. Operates closed circuit televising system; identifies signs of blockage and major problems with pipes including cracks/fractures, damage, holes, sagging, and collapsed pipe.
12. Inspects manholes for damage, cave-ins, and debris; ensures cleanliness and proper flow.
13. Works with a variety of vendors, outside contractors, consultants, and the general public; answers questions and resolves conflicts.
14. Investigates collection system problems and proposes solutions
15. Participates in on-call rotation.
16. As required, acts as "Operator in Charge"

Operator II Level

17. Functions for All Levels and Operator I Level apply to this level in addition to those under the Operator II Level heading.
18. Conducts inspections of grease traps and other pre-treatment devices and measures
19. Assists in the review of proposed connections to and extensions of the sewer collection system. Prepares written incident reports
20. Monitors, and interprets computerized Supervisory Control and Data Acquisition (SCADA) controls to maintain proper operating condition

Operator III Level

21. Functions for All Levels, Operator I Level, and Operator II Level apply to this level in addition to those under the Operator III Level heading.
22. As required, acts as interim "Direct Responsible Charge"

Marginal Functions:

- Performs general ground, storm drainage, and building maintenance such as sweeping, cleaning, painting, weed eating, etc.
- Purchases necessary equipment, parts, and supplies.
- Assists in Plant Operations.
- Performs related duties and responsibilities as required.

ALL OPERATORS QUALIFICATIONS

Knowledge of:

- Operation characteristics of Wastewater systems.
- Methods and techniques for maintaining, repairing, and troubleshooting wastewater facilities and equipment.
- Safe work practices.
- Uses and purposes of general maintenance tools and equipment.
- Basic computer skills; knowledge of SCADA, telemetry, and alarm systems (Operator 1 and above).

- Basic math principles.
- Occupational hazards and standard safety practices and procedures.
- Operational and safety regulations pertaining to wastewater facilities, equipment, and construction.
- Pertinent federal, state, and local laws and regulations pertaining to wastewater.

Ability to:

- Work weekends and holidays.
- Within one year of employment, reside within 30 minutes of the City to provide on-call coverage; respond to emergency calls after hours.
- Perform in adverse weather conditions and exposure to toxins associated with wastewater. Respond to an emergency situation with the ability to communicate electronically.
- Wear OSHA required personal protective equipment including respirators.
- Work safely in confined spaces with hazardous materials.
- Perform heavy manual labor.
- Walk on rough terrain
- Work in confined spaces
- Read and interpret maps, technical manuals, drawings, blueprints, schematics, and diagrams.
- Operate equipment such as trucks, tankers, tractors, vactor, hoists, and related heavy equipment.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing.
- Establish and maintain professional working relationships with city officials, other employees, the public, and outside agencies.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Evaluate situations, diagnose operational issues, and take effective courses of action.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Wastewater Collections Operator in Training (Entry) (Range SG-8):

Experience:

None required, however mechanical background with previous experience in operating and maintaining wastewater/water collections systems is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

- Possession of, or obtain within one year of hire date, an ADEQ Grade I Wastewater Collections Certificate (required for continued employment).

- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment.
- Qualify for Wastewater Collections Operator I within 18 months of employment.

Wastewater Collections Operator I (Range SG-9):

Experience:

One year of increasingly responsible experience repairing and maintaining wastewater collections systems and equipment is required.

Training:

Equivalent to the completion of the twelfth grade, supplemented by training in wastewater maintenance or a related field.

License or Certificate:

- Possession of an ADEQ Grade I Wastewater Collections Certificate.
- Possession of an ADEQ Grade I Wastewater Treatment Certificate
- Obtain an ADEQ Grade II Wastewater Collections Certificate within one year of becoming Wastewater Collections Operator I (required for continued employment)
- Possession of or ability to obtain within six months of employment, an Arizona valid driver's license

Wastewater Collections Operator II (Range SG-10):

Experience:

Three years of increasingly responsible experience repairing and maintaining wastewater collections systems and equipment is required. Or one year of experience combined with a bachelor's degree in engineering, science, environmental science, or other related field.

Training:

Equivalent to the completion of the twelfth grade, supplemented by training in wastewater maintenance or a related field.

License or Certificate:

- Possession of an ADEQ Grade II Wastewater Collections Certificate.
- Possession of an ADEQ Grade II Wastewater Treatment Certificate.
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment,
- Possession of Commercial Driver's License (CDL) Class B with Tanker (N) endorsement within 6 months of employment.

Wastewater Collections Operator III (Range SG-11):

Experience:

Five years of increasingly responsible experience repairing and maintaining wastewater collections systems and equipment is required. Or, two years of experience combined with a bachelor's degree in engineering, science, environmental science, or other related field.

Training:

Equivalent to the completion of the twelfth grade, supplemented by training in wastewater maintenance or a related field.

License or Certificate:

- Possession of an ADEQ Grade III Wastewater Collections Certificate.
- Possession of an ADEQ Grade II Wastewater Treatment Certificate.
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment,
- Possession of Commercial Driver's License (CDL) Class B with Tanker (N) endorsement.

WORKING CONDITIONS

Environmental Conditions:

Wastewater collections system environment; exposure to noise, grease, smoke, fumes, noxious odors, gases, and mechanical and electrical hazards; work in all types of weather conditions; work in confined spaces; work in or with water; work on slippery or uneven surfaces and terrain. Position is required to wear respirator to complete a portion of its position accountabilities. May have to enter indoor business environments occasionally.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate and heavy lifting; standing, walking or sitting for prolonged periods of time; operating motorized equipment; operating motorized equipment; general manual dexterity; auditory ability to hear such things as motor or pump sounds, and alarms; ability to speak softly and loudly.