



SNYDERVILLE BASIN

**WATER RECLAMATION DISTRICT**

2800 HOMESTEAD RD, PARK CITY, UT 84098

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## **POSITION OPENING:**

### **Wastewater Collection System Operator I, II, III or IV**

Snyderville Basin Water Reclamation District is seeking to fill the position of Wastewater Collection System Operator I through IV to operate, maintain, inspect and repair the wastewater collection system. Experience with construction equipment and wastewater collection system operation desirable. Some computer skills necessary. Complete job descriptions available at [www.sbwrld.org](http://www.sbwrld.org) as well. A first review of applications and resume's submitted is expected to take place on Friday, May April 29, 2022.

The hiring annual salary for the prospective candidate is expected to range from \$42,608 (no direct experience or certifications) to \$86,577 (extensive, direct experience and all 4 certifications), depending on relevant experience and certification level. All applicants must have or be able to obtain a Utah Class A commercial driver license within six months of starting to work for the District. The successful candidate must also pass a post-offer, pre-employment drug screening and criminal background check. Excellent government benefits include full health and Utah State retirement plan. Applications may be obtained at: <http://www.sbwrld.org/wp-content/uploads/2013/06/Employment-Application.pdf> [www.sbwrld.org](http://www.sbwrld.org) and will be accepted until position is filled. Send completed application and resume to Bryan Steele, Finance & HR Manager, to [bsteele@sbwrld.org](mailto:bsteele@sbwrld.org) or mail to Mr. Steele at 2800 Homestead Rd., Park City, UT 84098, (435) 649-7993. FAX (435) 649-8040. *Please NOTE that the resume does not substitute for the required, completed application.* The District is an Equal Opportunity Employer.

Class Title: Collection System Operator I  
Department: Wastewater Collection

Adopted: April 18, 2016  
Employment Status: Nonexempt

SUMMARY: Under the direction of the Collection System Superintendent. Performs field tasks associated with the operation, maintenance, repair, and inspection of the wastewater collection system, pump stations, maintenance equipment, department vehicles, and buildings by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follows strict safety procedures and maintains a high level of personal and equipment hygiene.
2. Performs skilled work relating to the operation, maintenance, and repair of the wastewater collection system, wastewater pump stations, and field equipment.
3. Enters data, reads maps, files, charts, graphs, and reports in the operations and maintenance of the collection system.
4. Completes maintenance projects.
5. Operates and maintains different kinds of vehicles, equipment including high pressure cleaning trucks, wastewater pump stations, specialized CCTV inspection equipment and more.
6. Communicates properly and professionally with the public, vendors, and co-workers.
7. Participates with other District employees, in various projects.
8. Maintains records of work completed and time spent on jobs. Uses personal computers.
9. Performs maintenance on collection system and treatment facility structures and grounds. Performs snow removal as needed.
10. Participates in the "on-call" program. Responds to emergency calls as needed.

OTHER DUTIES INCLUDE:

- Snow removal
- Required to know how to operate all department vehicles and equipment
- Operate Cityworks software in the field and in the office
- Input all data collected into Cityworks software
- Maintain all fire extinguishers and eyewash stations upon request
- Operate heavy machinery in traffic
- Spec out and order new department vehicles and equipment
- Perform Blue Stakes markings

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- Perform building maintenance as needed
- Check batteries and expirations certificates for AED's
- Participate on the Safety Committee as assigned

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Experience or training operating or maintaining wastewater collection systems desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions, and procedure manuals. Ability to complete routine reports.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Utah Collections I Certification or the ability to obtain Utah Collections I Certification within 6 months of hire desirable. Valid Utah Commercial Driver License with hazmat and tanker endorsements, or the ability to obtain Utah Commercial Driver License with hazmat and tanker endorsements within 6 months of hire. ICS-100 Certificate, or must obtain within six months of hire.

**OTHER SKILLS and ABILITIES:** Knowledge of wastewater collection system operation and maintenance, hazards, and safety practices desirable. Experience operating wastewater maintenance and/or construction equipment desirable. Ability to operate heavy equipment, i.e., backhoe, dump truck, and miscellaneous office equipment including personal computers desirable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee 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 regularly required to use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

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The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** 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 frequently works near mechanical parts and electrical systems and components and in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee is exposed to associated wastewater gases and raw wastewater, must make confined space entries, and occasionally works in automobile traffic. The noise level in the work environment is usually moderate and occasionally loud.

**DRUG TESTING:** SBWRD has adopted a NO TOLERANCE drug and alcohol policy. Individual must pass a post-offer, pre-employment drug and alcohol screen and may be subject to random drug and alcohol screening tests.

Class Title: Collection System Operator II  
Department: Wastewater Collection

Adopted: April 18, 2016  
Employment Status: Nonexempt

**SUMMARY:** Under the direction of the Collection System Superintendent, operates, maintains, inspects, and repairs the wastewater collection system, pump stations, maintenance equipment, department vehicles, buildings, and property by performing the following duties. May be responsible for leading the work crews.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Follows strict safety procedures and maintains a high level of personal and equipment hygiene.
2. Performs skilled work relating to the operation, maintenance, and repair of the wastewater collection system, wastewater pump stations, and field equipment.
3. Compiles, enters and reviews data. Uses maps, files, charts, graphs, and reports in the operations and maintenance of the collection system.
4. Understands safety and knows how to properly position, locate, and set up warning signs and safety cones on roads and highways to protect the public and work crews. Must be certified as a traffic control technician, control supervisor certified and flagger certified. Submits traffic control plans.
5. Operates and maintains different kinds of vehicles, equipment including high pressure cleaning trucks, wastewater pump stations, specialized CCTV inspection equipment and more.
6. Communicates properly and professionally with the public while being dressed appropriately, vendors, and co-workers.
7. Maintains records of work completed and time spent on jobs. Uses personal computers.
8. Performs maintenance on collection system and treatment facility structures and grounds. Performs snow removal as needed.
9. Effectively and accurately locates and marks assets including collection system and re-use lines under the Blue-Stakes program.
10. Participates in the "on-call" program. Responds to emergency calls as needed.

**SUPERVISORY RESPONSIBILITIES:** In the absence of immediate supervisor(s), may have direct responsible charge of the wastewater collection system.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty and supervisory responsibility 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.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Courses in wastewater and/or construction related field desirable; 2 years' experience with wastewater collection system operation, maintenance, construction, or inspection required or 1 year of continuing education and 1 year experience; and satisfactory completion of California State University, Sacramento, Operation and Maintenance of Wastewater Collection System, volume I within 6 months and volume II within 12 months.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions, and procedure manuals. Ability to complete routine reports and prepare correspondence.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Utah Class II Wastewater Collection System Operator License. Valid Utah Commercial Driver License Class A within 6 months and appropriate Hazmat and Tanker endorsements. ICS-100 Certificate, or must obtain within six months of hire.

**OTHER SKILLS and ABILITIES:** Knowledge of wastewater collection system operation and maintenance, hazards, and safety practices. Skilled at operating wastewater collection system maintenance and/or construction equipment. Able to operate heavy equipment, i.e., backhoe, dump truck or loader and miscellaneous office equipment including personal computers.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee 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 regularly required to use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**WORK ENVIRONMENT:** 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 regularly works near mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration. The employee is exposed to associated wastewater gases and raw wastewater, works in automobile traffic and must make confined space entries. The noise level in the work environment is usually moderate and occasionally loud. Other duties include:

- Snow removal
- Required to know how to operate all department vehicles and equipment
- Operate Cityworks software in the field and in the office
- Input all data collected into Cityworks software
- Maintain all fire extinguishers and eyewash stations upon request
- Operate heavy machinery in traffic
- Spec out and order new department vehicles and equipment
- Perform Blue Stakes markings
- Perform building maintenance as needed
- Check batteries and expirations certificates for AED's
- Participate on the Safety Committee as assigned

**DRUG TESTING:** SBWRD has adopted a NO TOLERANCE drug and alcohol policy. Individual must pass a post-offer, pre-employment drug and alcohol screen and may be subject to random drug and alcohol screening tests.

Class Title: Collection System Operator III  
Department: Wastewater Collection

Adopted: April 18, 2016  
Employment Status: Nonexempt

SUMMARY: Under the direction of the Collection System Superintendent. Performs field tasks associated with the operation, maintenance, repair, and inspection of the wastewater collection system, pump stations, maintenance equipment, department vehicles, and buildings by performing the following duties. May be responsible for leading the work crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follows strict safety procedures and maintains a high level of personal and equipment hygiene.
2. Performs skilled work relating to the operation, maintenance, and repair of the wastewater collection system, wastewater pump stations, structures, and field equipment.
3. Compiles, enters and reviews data. Uses maps, files, charts, graphs, and reports in the operations and maintenance of the collection system.
4. Plans, organizes, and completes work projects. May supervise work crews.
5. Operates and maintains different kinds of vehicles, equipment including high pressure cleaning trucks, wastewater pump stations, specialized CCTV inspection equipment and more.
6. Communicates properly and professionally with the public, vendors, and co-workers.
7. Understands safety and knows how to properly position, locate, and set up warning signs and safety cones on roads and highways to protect the public and work crews. Must be certified as a traffic control technician, control supervisor certified and flagger certified. Submits traffic control plans.
8. Participates with other District employees, in various projects.
9. Maintains records of work completed and time spent on jobs. Uses personal computers.
10. Educates less skilled employees on the operation of various equipment, vehicles and software programs. Prepares reports.
11. Performs maintenance on collection system and treatment facility structures and grounds. Performs snow removal as needed.
12. Effectively and accurately locates and marks assets including collection system and re-use lines under the Blue-Stakes program.



13. Participates in the "on-call" program. Responds to emergency calls as needed.

**OTHER DUTIES INCLUDE:**

- Snow removal
- Required to know how to operate all department vehicles and equipment
- Operate Cityworks software in the field and in the office
- Input all data collected into Cityworks software
- Maintain all fire extinguishers and eyewash stations upon request
- Operate heavy machinery in traffic
- Spec out and order new department vehicles and equipment
- Perform Blue Stakes markings
- Perform building maintenance as needed
- Check batteries and expirations certificates for AED's
- Participate on the Safety Committee as assigned

**SUPERVISORY RESPONSIBILITIES:** In the absence of immediate supervisor(s), may have direct responsible charge of the wastewater collection system.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty and supervisory responsibility 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.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Completion of college-level courses in wastewater and/or construction related field desirable; 3 years' experience with wastewater collection system operation, maintenance, construction, inspection; 1 years of which have been in Direct Responsible Charge (DRC)

OR

2 years' experience having DRC of a wastewater collection system; and satisfactory completion of California State University, Sacramento, Operation and Maintenance of Wastewater Collection System, Volumes I and II. UDOT traffic Control Course, completion preferred. Working knowledge of the following software preferred: Cityworks, Blue Review/Blue Stakes.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions, and procedure manuals. Ability to complete routine reports and prepare correspondence. Ability to effectively communicate at meetings and give oral presentations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Utah Collections III Unrestricted Certification. Valid Utah Commercial Driver License Class A with hazmat and tanker endorsements. Flagger certification from UDOT Traffic Control and ICS-100 and ICS-200 Certificates, or must obtain within six months of hire.

**OTHER SKILLS and ABILITIES:** Knowledge of wastewater collection system operation and maintenance, hazards, and safety practices desirable. Experience operating wastewater maintenance and/or construction equipment desirable. Ability to operate heavy equipment, i.e., backhoe, dump truck, and miscellaneous office equipment including personal computers desirable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee 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 regularly required to use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** 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 regularly works near mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration. The employee is exposed to associated wastewater gases and raw wastewater, works in automobile traffic and must make confined space entries. The noise level in the work environment is usually moderate and occasionally loud.

**DRUG TESTING:** SBWRD has adopted a NO TOLERANCE drug and alcohol policy. Individual must pass a post-offer, pre-employment drug and alcohol screen and may be subject to random drug and alcohol screening tests.

Class Title: Collection System Operator IV  
Department: Wastewater Collection

Adopted: April 18, 2016  
Employment Status: Nonexempt

SUMMARY: Under the direction of the Collection System Superintendent, performs field tasks associated with the operation, maintenance, repair, and inspection of the wastewater collection system, pump stations, maintenance equipment, department vehicles, and buildings by performing the following duties. Is responsible for leading the work crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Follows strict safety procedures and maintains a high level of personal and equipment hygiene.
2. Performs skilled work relating to the operation, maintenance, warranty and repair of the wastewater collection system, wastewater pump stations, structures, and field equipment.
3. Compiles, enters and reviews data. Uses maps, files, charts, graphs, and reports in the operations and maintenance of the collection system. Provides information to others relative to the wastewater collection system.
4. Plans, organizes, and completes work projects and is responsible for supervision of work crews. Assists in the coordination and planning of the operation and maintenance of the wastewater collection system.
5. Operates and maintains different kinds of vehicles, equipment including high pressure cleaning trucks, wastewater pump stations, specialized CCTV inspection equipment and more.
6. Communicates properly and professionally with the public, vendors, and co-workers. Coordinates projects with Collection Systems Manager and Collection Systems Superintendent.
7. Understands safety and knows how to properly position, locate, and set up warning signs and safety cones on roads and highways to protect the public and work crews. Must be certified as a traffic control technician, control supervisor certified and flagger certified. Submits traffic control plans.
8. Participates with other District employees, in various projects.
9. Communicates properly with the public.
10. Educates less skilled employees on the operation of various equipment, vehicles and software programs. Prepares reports.
11. Performs maintenance on collection system and treatment facility structures and grounds. Performs snow removal as needed.

12. Effectively and accurately locates and marks assets including collection system and re-use lines under the Blue-Stakes program.
13. Responsible for pulling and repairing submergible devices, booster pumps, and lift stations.
14. Participates in the "on-call" program. Responds to emergency calls as needed.

**OTHER DUTIES INCLUDE:**

- Snow removal
- Required to know how to operate all department vehicles and equipment
- Operate Cityworks software in the field and in the office
- Input all data collected into Cityworks software
- Maintain all fire extinguishers and eyewash stations upon request
- Operate heavy machinery in traffic
- Spec out and order new department vehicles and equipment
- Perform Blue Stakes markings
- Perform building maintenance as needed
- Check batteries and expirations certificates for AED's
- Participate on the Safety Committee as assigned

**SUPERVISORY RESPONSIBILITIES:** In the absence of immediate supervisor(s), has direct responsible charge of the wastewater collection system. May supervise work crew activities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and in conjunction with the Collection System Superintendent and Wastewater System Manager. Responsibilities include training employees on operation of machinery and vehicles, as well as planning, assigning, and directing work.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty and supervisory responsibility 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.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Completion of college-level courses in wastewater and/or construction related field desirable; 4 years' experience with wastewater collection system operation, maintenance, construction, inspection; 2 years of which have been in Direct Responsible Charge (DRC)

OR

3 years' experience having DRC of a wastewater collection system; and satisfactory completion of California State University, Sacramento, Operation and Maintenance of Wastewater Collection System, Volumes I and II. UDOT traffic Control Course, completion preferred. Working knowledge of the following software preferred: Cityworks, Blue Review/Blue Stakes.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions, and procedure manuals. Ability to complete routine reports and prepare correspondence. Ability to effectively communicate at meetings and give oral presentations. Ability to read, analyze, and interpret common scientific and technical journals, legal documents and government

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regulations. Ability to effectively impart knowledge or skills to others.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Utah Grade IV Wastewater Collection System Operator License

Or

Utah Grade III Wastewater Collection System Operator License including the following: 15 years satisfactory collection operator experience with SBWRD and positive recommendation from the Wastewater System Manager to the General Manager.

And

Valid Utah Commercial Driver License Class A with hazmat and tanker endorsements. ICS-100 and 200 Certificates, or must obtain within six months of hire.

**OTHER SKILLS and ABILITIES:** Knowledge of wastewater collection system operation and maintenance, hazards, and safety practices desirable. Experience operating wastewater maintenance and/or construction equipment desirable. Ability to operate heavy equipment, i.e., backhoe, dump truck, and miscellaneous office equipment including personal computers desirable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee 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 regularly required to use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** 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.

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While performing the duties of this job, the employee regularly works near mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration. The employee is exposed to associated wastewater gases and raw wastewater, works in automobile traffic and must make confined space entries. The noise level in the work environment is usually moderate and occasionally loud.

**DRUG TESTING:** SBWRD has adopted a NO TOLERANCE drug and alcohol policy. Individual must pass a post-offer, pre-employment drug and alcohol screen and may be subject to random drug and alcohol screening tests.