



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.