

Carpinteria Sanitary District

Job Description

Job Title: **Wastewater Collection System Operator 1**
Department: Wastewater Collections
Report To: Wastewater Collection System Supervisor
FLSA Status: Non-exempt

SUMMARY

This position requires performance of a variety of semi-skilled tasks in the maintenance, inspection and repair of the District's wastewater collection system. Additionally, the incumbent will be required to operate a variety of light and moderately heavy power driven equipment; support other areas of District responsibilities as needed; and to ensure public health and safety by preventing and/or responding to sewage overflows and blockages.

This is the entry- level class in the Wastewater Collections Operator series. This class is distinguished from the Wastewater Collection System Operator 2 by the performance of the more routine tasks and duties assigned to positions within the series. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher-level employees.

As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to level "2" is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, completing progression criteria established by the District, and upon review and approval by management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs.

- Performs a full range of general maintenance, cleaning and inspection duties related to the District's wastewater collection system.
- The incumbent shall have experience or possess the ability to learn how to safely utilize a variety of vehicles and equipment inclusive of service trucks, combination jetter/vacuum trucks, skip loaders, forklifts, large trailers, jackhammers, compressors, pneumatic tooling, cable sewer cleaners, video inspection equipment, pipe location equipment and various pumps/ plugs.
- Inspects and maintains assigned equipment and vehicles; performs safety checks and checks fluid levels of vehicles and equipment; inspects and maintains safety related equipment including air monitoring devices, signs used for traffic control, pumps, fall protection gear, and first-aid kits; cleans assigned vehicles and equipment.
- Under supervision, assembles traffic control signs, and barricades; ensures safety of public and work crew.
- On a rotational basis, serve in an emergency standby capacity; provides customer service and performs all aspects of collection system maintenance and repair during after-hours periods including holidays and weekends.

- Provides courteous customer service; responds to questions and inquiries from the general public; responds to customer problems or complaints.
- Maintains basic records of maintenance operations and inspections performed; properly identify and communicate potential problems with the collection system or equipment and report them to his/her supervisor in a timely manner.
- Participates in the District's safety program to ensure safe working practices.
- Performs related duties as required.

QUALIFICATIONS

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.

1. Knowledge of the District construction guidelines as well as the basic materials, methods and tools used in the installation, operation, repair and maintenance of a wastewater collection system.
2. Knowledge of safety precautions and practices for working in traffic, excavations and confined spaces, using tools and motorized equipment.
3. Knowledge of the basic principles and practices of collection system operations.
4. Ability to participate in the operation and maintenance of a wastewater collection system.
5. Ability to record and maintain concise and accurate records.
6. Ability to communicate clearly and concisely, both orally and written.
7. Ability to deal tactfully and courteously with the public.
8. Knowledge of the operation of personal computers and word processing.
9. Knowledge of the requirements and guidelines as related to the EPA, OSHA, the SWRCB and the District, as applicable.
10. Ability to perform overtime and standby duties as assigned.

EDUCATION and/or EXPERIENCE

Graduation from high school, or equivalent, with at least one year of related experience in a wastewater collection system or in general maintenance/construction.

LANGUAGE SKILLS

Ability to read and interpret documents such as operating and maintenance instructions, safety rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret an extensive variety of technical instructions in mathematical or

diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Those qualifications listed as **required** must be attained within the specific time frame in order to be classified as a regular employee.

Required:

- Possess, within six (6) months of hire, and maintain throughout employment a Class B commercial driver's license with tank and air brakes endorsement as issued by the State of California. While employed in such job requiring driving a District vehicle, the employee must be insurable with CSRMA or other current carrier at the "standard" rate."
- Possess, within one (1) year after hire, California Water Environment Association (CWEA), Collections System Operator 1 certification.

Those qualifications listed as **desired** are deemed important in the performance of the positions' job duties and are considered to be professional enhancements.

Desired:

- Possess and maintain the following certificates as issued by the California Water Environment Association, Technical Certification Program:
 - Mechanical Technologist, Grade 1
 - Obtain and maintain NASSCO Pipeline Assessment and Certification Program (PACP) Certificate for CCTV pipeline inspection.

PHYSICAL DEMANDS

The physical demands described on the accompanying sheet 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 stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self contained breathing apparatus (SCBA) or respirators and in that respect is required to follow the District's facial hair policy.

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 is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I acknowledge that I have received, read, and sought clarification of any questions I have about the

content of the job description.

Employee Signature

Date