



Wastewater & Storm Collection Systems Operator

DEPARTMENT: Public Works **SUPERVISOR:** Public Works Supervisor
- Sewer
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade K

POSITION SUMMARY: Perform various duties required in the operation and maintenance of the City's Class III wastewater collection system, storm water collection system and associated lift stations. Maintain these systems for compliance with the State and Federal regulations and any related permits. Lead operator in directing, coordinating, and scheduling the day-to-day activities of the wastewater and storm water collection system operations. Assist staff with the operation and maintenance of the wastewater treatment facility.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Perform inspections of the wastewater and storm water collection lift stations to ensure proper equipment operation, working condition and cleanliness per established requirements.
- Make necessary equipment adjustments as established by operations and maintenance procedures.
- Perform field utility locates for wastewater and storm water collection systems.
- Schedule and complete the cleaning of catch basins, storm lines, and wastewater collection lines as required.
- Direct, plan and coordinate the collection of Collect GIS field data regarding the City's wastewater and storm water collection systems. Coordinate the integration of data into the City's GIS mapping system.
- Read and record monitoring instruments, gauges, and other equipment indicators.
- Evaluate and isolate problems with procedures, equipment and operational systems and make corrective recommendations, as necessary.
- Collect and prepare samples for analyses by in-house and contract laboratories.
- Maintain logs and records as required by laws, regulations, and procedures regarding the collection of sewage and storm water. Assist with preparation of required reports.
- Work with outside contractors hired to conduct maintenance and repair of the City's wastewater collections and storm water systems.

- Comply with local, state, and federal regulations and procedures.
- Coordinate the work of individuals/crews engaged in the operations, maintenance and repair of wastewater collections, storm water collections, sewage lift stations, motors, pumps, etc.
- Inspect wastewater and storm water collection systems to determine maintenance schedules and procedures.
- Inspect and maintain materials, supplies, tools, and equipment.
- Ensure Monitor projects to keep them on schedule that projects are completed on schedule and that costs are consistent and within the established budget.
- Monitor and inspect construction and maintenance projects within the wastewater collection and storm water systems.
- Assist Sewer System Supervisor in the review of industrial waste discharge requests by businesses and industries.
- Assist in the implementation of the inflow and infiltration program.
- Investigate and respond to complaints.
- Maintain a safe working environment and comply with federal and state health and safety guidelines and regulations.
- Train lesser skilled operators in acceptable procedures for wastewater and storm water collection and treatment as assigned.
- Operate a motor vehicle safely and legally.
- Assist in preparation of preliminary budget requests for the operation and maintenance budget.
- Clean up spills of oil, sludge and other materials found in the work area.
- Follow all safety rules and procedures established for work areas.
- Perform routine custodial/maintenance duties to keep buildings, furnishings, grounds clean and in good appearance within the wastewater and storm water facilities.
- Maintain cooperative relationships with City personnel, elected officials, and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Recommend modifications and new safety rules and procedures for wastewater and storm water facilities.
- Position is subject to emergency on-call response after normal duty hours on a rotational basis. Position may require working on rotating shifts, weekends, and holidays.
- Perform various duties associated with field crews within the wastewater system as workload and staffing levels dictate.
- Assist Wastewater Treatment Plant Operators on an as needed basis.
- Serve on various committees as assigned.
- Maintain proficiency and required certifications in areas of responsibility by attending training and meetings, reading materials, and meeting with others in areas responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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 / EXPERIENCE

- High School Diploma or equivalent supplemented by additional training in wastewater treatment and three years' experience at an Oregon Level II or higher wastewater treatment facility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Working knowledge of equipment, facilities, materials, method, and procedures used in wastewater and storm water collection system maintenance and operation activities.
- Skill in operation of tools and equipment including a telephone, computer, calculator, a variety of laboratory equipment and other related industry equipment.
- Knowledge of Microsoft Office Suite.
- Ability to communicate effectively verbally and in writing; to understand and carry out written and oral instructions in English.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of a current Oregon Grade I Wastewater Collection System Certificate, or the ability to obtain one within 6 months of hire.
- Possession of a Commercial Driver's License (CDL).

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 works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in height, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- Entry to confined spaces is required on an infrequent basis.
- The noise level in the work environment is usually moderately loud.

PHYSICAL ABILITIES

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 position, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, bend, walk, talk, hear, sit, climb, or balance, stoop, kneel, crouch or crawl, and smell.
- This position requires mobility.
- The employee must frequently lift and/or move up to 25 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, depth perception, and the ability to adjust focus.
- The employee must be able to operate a vehicle to drive to various locations.

SUPERVISION

- Works under the supervision of the Sewer System Supervisor.
- Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Wastewater & Storm Collection Systems Operator

Date

Public Works Director

Date