

POSITION: Operator Trainee
Wastewater Division –
Collections
CODE: 2022
FLSA: Non-Exempt



DEPARTMENT: Public Works
GRADE: 110N
DATE: 10/2018

POSITION SUMMARY:

Position assists in the daily operations and maintenance of sanitary sewer collection systems and related facilities. Position reports to Manager (Wastewater Division - Collections) for direction and supervision. Work of this class involves no supervisory duties or responsibilities.

ESSENTIAL DUTIES:

1. Assists in the day-to-day operation and maintenance of sanitary sewer collection systems, including sewer pumping stations, force mains, gravity sewer mains, and related facilities; assist in performing preventative maintenance and minor repairs to mechanical equipment and systems including pumps, motors, valves; respond to sewer backups and sanitary sewer overflows.
2. Assist in the use of a vacuum truck and associated tools and equipment to remove sewer clogs and clean sewer lines; assist in the use of remotely-operated camera systems to conduct visual inspections of sewer lines to identify needed repairs; prepare and maintain daily records of system and facility operations.
3. Assists in maintaining inventory of chemicals, repair parts, and other needed supplies and equipment.
4. Performs skilled and unskilled manual labor in building and ground maintenance.
5. Maintains assigned vehicles, tools, and equipment.
6. Performs other duties as instructed and assigned.

KNOWLEDGE, SKILLS and ABILITIES:

1. Ability to prepare accurate and effective written records.
2. Ability to follow written and oral instructions.
3. Ability to communicate ideas effectively, both orally and in writing.
4. Ability to establish and maintain effective working relationships; ability to work as a member of a team.

EDUCATION AND EXPERIENCE:

Education: High school diploma or GED.

Experience: One (1) or more years' related experience; mechanical aptitude preferred.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. Valid Class "C" non-commercial driver's license.
2. Valid Class B Commercial Driver's License (CDL) with air brake and tanker endorsement, or ability to obtain within six (6) months of hire.
3. Temporary Wastewater Collection Systems Operator certificate or ability to obtain within six (6) months of hire.
4. Confined Space Entry certificate or ability to obtain within six (6) months of hire.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period and continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

1. Work requires occasional moderately strenuous physical effort and strenuous effort, including lifting or handling moderately heavy equipment, test equipment or other materials. Must be able to lift 100 pounds assisted on a regular basis.
2. Work environment involves risks or discomforts, which require special safety precautions, such as walking and/or climbing in and out of manholes, sewer pumping stations, subterranean storage tanks and other spaces for purpose of conducting assessments, investigations, inspections, or repairs; sitting and/or standing in fixed position for extended periods of time.

3. Work environment involves moderate risk with exposure to potentially dangerous conditions such as those found in sanitary sewer manholes and sewer pumping stations, including moving parts or machinery. The work may be in confined spaces, manholes, sewer pumping stations and/or elevated and/or subterranean storage tanks, and/or require use of a ladder. Employees may require protective equipment including but not limited to boots, goggles, gloves, or shields.
 4. Requires working in extreme weather conditions, such as rain, heat, and cold. Must be willing and able to work in areas with no heat or cooling.
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CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment medical examination and drug testing, background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
 2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.
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OTHER INFORMATION:

1. This is a full time, non-exempt position.
 2. Work requires rotating schedule with periodic scheduled work on weekends and holidays.
 3. Employees may also be required to work extended hours during emergency responses and/or inclement weather events.
 4. Position is benefit eligible.
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The above description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.