



City of Klamath Falls

Position Description

Position: Wastewater Collections Operator Associate	Group: AFSCME
Department/Division: Public Works/Wastewater	FLSA: Non-Exempt/Represented
Evaluated by: Wastewater Collections Supervisor	Salary Grade: 108

Summary

An employee in this entry level position works as part of a work crew under direct supervision and is expected to perform duties based on instructions or specific objectives received from Wastewater Division staff. This is the first in the career path of the Wastewater Division. Learns and performs a gradually increasing percentage of Wastewater Collections tasks and work. Assists certified Wastewater Treatment and Collections Operators and other Division staff. The work is performed under close supervision with procedures outlined by an experienced operator to whom unusual or emergency problems are referred.

Distinguishing Career Features

The Wastewater Collections Operator Associate displays an eagerness to learn how to operate and maintain the various functions of a Wastewater Treatment Plant and allied facilities with a focus on wastewater collections/stormwater conveyance systems. This is a non-supervisory position. Advancement from this position to Wastewater Collections Operator I requires Department of Environmental Quality (DEQ) qualification to obtain and maintain State of Oregon Wastewater Collections Operator Grade Level I Certification.

Essential Duties and Responsibilities

As an entry level, non-certified position, all duties listed below must be closely monitored by a city employee who has a current Department of Environmental Quality (DEQ) State of Oregon wastewater certification.

- Any one position may not include all the duties listed, nor do the listed examples include all the tasks which may be performed in positions of this class
- Performs all phases of operation and maintenance as it pertains to wastewater treatment plants and allied facilities with a focus on wastewater collections/stormwater conveyance systems
- Performs laboratory tests as required for proper operation; enters results in daily laboratory operational report

- Logs routine and unusual operational duties daily
- Reports and discusses operating problems, equipment, and maintenance with Supervisor
- Keeps all equipment and building clean; maintains grounds and facilities
- Cleans tanks, and performs routine custodial duties as assigned
- Removes rags from bar screens, aerators, and clarification equipment
- Routinely operates a variety of vehicles and light to heavy equipment
- Collects samples and takes readings as directed
- Learns computer-aided equipment and software associated with wastewater systems
- Is familiar with City codes, resolutions, policies, and follow required City safety practices
- Keeps all equipment, vehicles, and tools clean and in safe working order
- Performs other duties as assigned that support the overall objective of the position

Qualifications

▪ **Knowledge and Skills**

The position requires entry level knowledge and a willingness to learn modern wastewater treatment plant principles, operating practices, and related equipment to include Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations as pertaining to the operations, treatment, and maintenance of a wastewater treatment system with a focus on wastewater collections/stormwater conveyance systems. The position requires skills to learn and apply in-depth technical knowledge of the processes, techniques, and all applicable safety practices, tools, and materials used in wastewater collections equivalent to that required for eligibility to obtain a Wastewater Collections Operator I certification. Requires skills to learn and apply in-depth knowledge of mechanical equipment maintenance and operations; perform the cleaning and inspection practices of wastewater collections systems. Requires knowledge of and skill at using computer applications for administrative and technical purposes. Requires sufficient skill in speaking and writing in the English language and skill in preparing detailed technical documentation of activity. Requires sufficient math skill to perform complex math computations. Requires sufficient human relations skill to convey technical concepts to others including internal and external customers.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to independently maintain all operational processes and procedures connected with wastewater collections. Requires the ability to regularly work in a physically demanding environment. Requires the ability to use computer-aided hardware and software, laboratory equipment, and use of tools, power equipment, and specialized process related equipment.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move, push, pull, guide) light to medium weights of up to 100 pounds on a continuous basis and push, pull, or guide up to 100 pounds on an intermittent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

- **Education and Experience**

The position requires a High School diploma or General Equivalency Degree (GED) and one to two (1-2) years of work experience relevant to the position.

- **Licenses and Certificates**

Must be able to demonstrate through application all knowledge required to achieve and maintain the Collections Operator Grade I Certification, as outlined by the State of Oregon Administrative Rules, Department of Environmental Quality. In order to retain employment with the City, it is a mandatory requirement that an employee in this position pass the Wastewater Collections Operator Grade I Examination with a passing grade of 70% within twenty-four (24) months of hire date.

Must possess and maintain a valid Oregon driver's license at time of appointment and must obtain a Commercial Driver's License, Class B, with airbrake and tanker endorsements within six (6) months of hire date.

Confined Space Entry and Traffic Control Flagger certifications.

- **Working Conditions**

Work is regularly performed outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, exposure to wet and/or humid conditions and temperature, odor, and noise extremes. Work environment noise level is usually loud.

- **Pre-Employment**

Job offers for this position are contingent upon the individual passing a pre-employment drug screen and fit-for-duty medical exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.