



**City of Klamath Falls**

**Position Description**

Position: Wastewater Collections Operator I	Group: AFSCME
Department/Div.: Public Works/Wastewater	FLSA: Non-Exempt/Represented
Evaluated by: Wastewater Collections Supervisor	Salary Grade: 111

**Summary**

An employee in this 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 entry level Wastewater Division operator position. Employees of this classification shall have demonstrated their ability to perform independently and with minimum of instruction in the varied function to which assigned. Employees with specialized training may be included in this class.

**Distinguishing Career Features**

The Wastewater Collections Operator I displays an eagerness to learn to operate and maintain the functions of the Collections System and equipment as well as the Wastewater Treatment Plant and allied facilities. Advancement from this position to Operator II requires certification listed in the “Qualifications” section of the job description.

**Essential Duties and Responsibilities**

- Performs all phases of operations and maintenance as pertains to the wastewater Collections/Stormwater conveyance systems and Wastewater Treatment.
- Operates and maintains a variety of wastewater cleaning, inspection and excavating equipment in the routine maintenance, repairs and or replacements of sewer/storm lines. Enters confined spaces, provide traffic control as needed and in responsible to wear/use all PPE. Enter an closes work request utilizing the City computerized maintenance management program, download flow meters, pump station operations, pump readings, assists other division, such as snow removal, Utility Billing Information Engineering data.
- Installs wastewater collections system pipe, fittings, and appurtenances, such as, Cured in Place Pipe Patch (CIPP) and or open trench pipe repairs/replacements.
- Enters work related documentation daily in the collection log book.
- 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 standard knowledge of DEQ, EPA, and environmental regulations as pertaining to the operations and maintenance of a wastewater collections system, provide routine maintenance, operate equipment to perform the cleaning and inspection practices of a wastewater collection system. Requires sufficient language and writing skills to prepare detailed technical documentation of activity. Requires sufficient math skills to record and perform math and statistical computations. Requires sufficient human relations skill to convey technical concepts to others and conduct orientations and in-service training of peers.

- **Abilities**

Requires the ability to carry out the essential functions of the position with general supervision. Requires the ability to use tools, mechanical equipment, power equipment, and specialized process-related equipment. Requires the ability to employ safe work habits. Requires the ability to work varying shifts. Ability and desire to learn and become a certified Wastewater Operator II.

- **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 100 pounds on a continuous basis, pushing, pulling, guiding over 100 pounds on an infrequent 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 two (2) years of work experience relevant to the position.

- **Licenses and Certificates**

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. In order to retain employment with the City. State of Oregon Wastewater Collections Operator Grade I Certification. 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, and exposure to wet and/or humid conditions and temperature, odor, and noise extremes. The noise level in the work environment is usually loud.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), 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.