



City of Klamath Falls

Position Description

Position: Operator in Training – Collections	Group: AFSCME
Department/Div.: Public Works/Wastewater	FLSA: Non-Exempt/Represented
Evaluated by: Wastewater Collections Supervisor	Salary Grade: 106

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 outlines by an experienced operator to whom unusual or emergency problems are referred.

Distinguishing Career Features

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

Essential Duties and Responsibilities

- Learns computer-aided equipment and software associated with Wastewater systems.
- Removes rags from bar screens, aerators, and clarification equipment.
- Collects samples and takes readings as directed.
- Routinely operates a variety of vehicles and light to heavy equipment.
- Assists in checking equipment, keeping clean.
- Keeps buildings clean, mows lawns, cleans tanks, and performs a variety of custodial tasks.
- Performs routine laboratory tests and makes log entries and reports.
- 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 Wastewater Collections operations. Requires knowledge of mechanical equipment operation. Requires sufficient language and writing skill to prepare detailed technical documentation of activity. Requires sufficient math skill 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.

▪ **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a continuous basis, pushing, pulling, guiding over 50 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 one to two (1-2) 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, it is a mandatory requirement that an employee in this position pass the State of Oregon Water Wastewater Collections Operator Grade I Examination with a passing grade of 70% within thirty-six (36) months of hire date.

▪ **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.