



respect - Communication - Integrity - Teamwork - family

COLLECTIONS OPERATOR II

DEPARTMENT/DIVISION: Public Works

GRADE: 7

GROUP: AFSCME

FLSA STATUS: Non Exempt

Effective Date: July 1, 2011

SUMMARY

An employee in this position works under the supervision of the Wastewater Collection Supervisor and/or Wastewater Manager. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Performs all phases of operations and maintenance as pertains to the wastewater treatment collections/storm-water conveyance systems.

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 is responsible to wear/use all PPE. Enters and closes work request; utilizing the City computerized maintenance management program (H.T.E), down load flow meters, pump station operations, pump readings, assists other division, such as snow removal, Utility Billing Information Engineering data.

Installs wastewater collection 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 follows required City safety practices.

Keeps all equipment, vehicles and tools clean and in a safe working order.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and 4 years experience.

LICENSES/CERTIFICATES:

State of Oregon Wastewater Collection Operator Grade II Certification. Confined Space Entry and Traffic Control Flagger Certifications. Ability to possess and maintain a valid Oregon Driver's Class B with Airbrake and tanker endorsement License; must obtain and maintain an Oregon CDL within 6 months of hire.

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Standard knowledge of DEQ and EPA, environmental regulations as pertaining to the operations and maintenance of a wastewater collection system, provide routine maintenance, operate equipment to perform the cleaning and inspection practices of a wastewater collection system.

Skill in:

Maintenance, repair and replacement of sewer lines; installing wastewater collection system/storm pipes, fittings, CIPP applications and knowledge of pump station operations/equipment.

Ability to:

Demonstrate a mechanical aptitude; read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals; write, in English, routine reports and correspondence; add, subtract, multiply, and divide using whole numbers; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to drive and operate equipment; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift/move 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to extreme heat and vibration.

An employee in this position must withstand exposure to variable weather conditions.

The noise level in the work environment is usually loud.

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.

