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City of Klamath Falls, Oregon
Job Description

WASTEWATER COLLECTIONS
SYSTEM OPERATOR IV

DEPARTMENT/DIVISION: Public Works/Wastewater

GRADE: 8

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position works on assignments by the Wastewater Collections System Supervisor and/or Wastewater Division Manager, performed assigned job duties with minimal supervision. The position is responsible for the safe and efficient operation of equipment used in maintaining and repairing sewer lines and storm lines. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Operates and maintains a variety of wastewater related machinery and equipment in the routine and special maintenance, and repair and replacement of sewer/storm lines, with a minimum of guidance and instruction.

Demonstrates a high level of knowledge of wastewater related maintenance and construction methods to provide and monitor the operations of a wastewater collection sewer/storm conveyance systems.

Writes brief reports, create and enter spread sheets information, utilize the City computerized maintenance management program (H.T.E.); creates work requests, close job order, facility maintenance job orders, and/delete inventory, enter collection log book entries daily, provide traffic control as needed, responsible to wear/use all PPE. Down load flow meters, pump station operations, pump readings.

After hour call out and standby for emergency response of sewer, storm or SCADA events.

Discusses matters of wastewater policy with the general public.

Is familiar with City codes, resolutions, policies, and follows required City safety practices.

Familiar with DEQ and EPA environmental regulations, reports to the Collection Supervisor and or the Division Manager concerning issues with the DEQ and EPA regulations.

Installs wastewater collection system pipe, fittings, and appurtenances, such as cured in place pipe patch (CIPP) and or open trench pipe repairs/replacements.

Performs all phases of operation and maintenance required of Grade I, II and III Collection System Operators, as pertains to a wastewater collection/storm conveyance system and allied facilities, in accordance with practices and policies of the department.

May be called or directed to assist other division, such as, street snow removal, Utility Billing Information Engineering data.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

PRE-EMPLOYMENT

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

QUALIFICATION REQUIREMENTS

Education and/or Experience:

High school diploma or general education degree (GED) plus ten (10) years' experience. Post high school education may be substituted for experience. Knowledge and skills required of wastewater Collection System Operator Grade I, II, III and IV.

Licenses/Certificates:

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

KNOWLEDGE, SKILLS and ABILITIES

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

Knowledge of:

Standard principles and operating practices of wastewater collection;

City codes, resolutions, policies and safety practices.

Skill in:

Maintenance, repair and replacement of sewer/storm lines; installing wastewater collection system pipe, fittings, and appurtenances.

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.

Other Skills and Abilities:

Must possess appropriate knowledge of standard principles and operating practices of wastewater collection system knowledge/skills to perform minimal mechanical/equipment repairs and or replacements as directed.

Ability to study, understand, and develop collection system operating and maintenance manuals and perform required services.

Must display good judgment and dependability.

Desire for advancement in wastewater field related to plant administrative and management functions. This can include when assigned.

Review completion and signatory certification of National Pollutant Discharge Elimination System (NPDES) discharge monitoring reports as they relate to wastewater collection and storm water collection systems.

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 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 frequently is required to climb or balance. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 50 pounds and occasionally up to 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. Employee drives vehicles /equipment daily and operates wastewater cleaning/inspection and excavating equipment and frequently works near moving mechanical/equipment parts and is frequently exposed to we, heat and/or humid conditions and fuels or airborne particles. Employee may work around occasionally biohazard spills.

An employee in this position must withstand exposure to variable weather conditions. When responding to after call out and standby for response of adverse and or emergency situations.

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.

