



City of Caldwell (ID) Collection System Operator I

Job Description	WWTP-4NE	Established Date	06/01/2023
Code			
Last Revised Date	09/08/2023	Bargaining Unit	N/A
EEO	EEO4- Service/Maintenance	Occupational Group	N/A
FLSA	Non-Exempt	Benefit Code	General
Physical Class	N/A		

Position Summary

Performs a variety of skilled to semi-skilled tasks related to the cleaning, maintenance and repair of City collection systems, including gravity sewer lines, sewer lift stations, pressure sewer lines, pressure reducing valves, air relief valves, and other field related infrastructure; operates light to heavy equipment during construction and maintenance of collection system; works with other city departments; cross trains with plant operators; and performs related work and tasks as required.

The principal function of an employee in this class is to perform tasks related to the maintenance and services of City's collection systems by cleaning, repairing, video inspection, root control, replacement of lines, siphons, pressure mains, and other sewer conveyances; servicing pumps, motors, and equipment; and performing routine maintenance on sewer lift stations. In addition, this employee will cross train with the plant operators. A function of this position is contact and cooperative work with the wastewater treatment plant operator(s), general public, City employees, and other government agencies. The work is performed under the direct supervision of the superintendents. The principal duties of this class are performed in an outdoor environment.

Responsibilities

- Inspects, cleans and maintains wastewater collection system;
- Operates and assists in operation of light to heavy equipment in cleaning, videoing, and repairing sewer lines;

- Inspects collection systems and identifies potential problems or breakdowns;
- Travels collection system routes to monitor line conditions;
- Observes system flow and takes flow meter readings and removes debris and obstructions to prevent line backups and property damage;
- Insures proper containment and decontamination during and after backups and spills to prevent public health hazards and protect environment;
- Assists with daily manhole surveys to check for damaged lids and rings;
- Performs preventative maintenance line cleaning and flushing and may enter manholes to remove obstructions;
- Maintains, cleans and inspects manholes and covers and exposes manholes;
- Keeps manholes and easements free of debris and ensure accessibility;
- Locates, drives and operates a variety of hand and power tools and equipment as needed to install, maintain and repair manholes, grates, etc.;
- Replaces or resets manholes as needed to bring them up to road grade;
- Assists with the monitoring and repair of lift station pumps and motors to assure proper operation;
- Assists with driving and operating light to heavy equipment in the maintenance, construction, and repair of district main and lateral sewer lines;
- Identifies and records collection system problems and reports them to the superintendents;
- Reads, uses and interprets sewer collection and storm drainage system plans and maps;
- Cross trains with the plant operators;
- Responds to 24 hour on call and standby;
- Adheres to and complies with all state, federal and local regulations, policies and procedures pertaining to safe work practices and all operation and maintenance duties;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress and status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas as approved by the superintendents;
- Responds to citizens' questions and comments in a courteous and timely manner;

- Provides observation and assistance at the WWTP and gives appropriate information and feedback to superintendents;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment;
- Respects the opinions of others and maintains a positive and professional working relationship with plant operator, employees, supervisors, public, and others;
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.
- Performs other related duties as assigned.

Minimum Qualifications

Education, Training, and/or Experience Required:

- At least one (1) year of experience performing skilled to semi-skilled tasks related to the cleaning, maintenance and repair of City wastewater collection systems.

Licenses, Certifications and Other Requirements:

- Possession of a Wastewater Collection System Operator I Certification
- Possession of a valid Class B Commercial Driver's License, No Restrictions or the ability to obtain within 6 months of hire
- Must complete .6 continuing Education Units in Wastewater annually
- Subject to after hours on call, call back and/or varying shift hours if work dictates
- Successful completion of pre-employment background check, drug testing, and physical, as well as random DOT drug testing

Required Knowledge, Skills, and Abilities

Working knowledge of:

- City collection system network, line and manhole locations;
- Hazards and precautions associated with trench work and sewer line construction;
- Basic hand and power tools required to install and maintain pipe line;
- Traffic control and diversion;
- Operation and maintenance of sewer cleaning and televising equipment;
- Confined space safety and hazards associated with confined space entry;
- Typical water and sewer line problems;
- Tools and equipment required to lay and repair sewer lines;

- Wastewater treatment operations and associated unit operations and processes;
- Some knowledge of basic bacteriology

Ability to:

- Read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Review and understand the City policies and procedures, laws, ordinances and regulations governing wastewater collection;
- Establish and maintain exceptional customer service to the general public, City employees and other agencies;
- Work effectively and harmoniously in a team environment;
- Operate light and heavy mechanized equipment as required by the position;
- Adapt to emergency or unusual situations;
- Effectively operate a personal computer using standard or customized software applications appropriate to assigned tasks including word processing, spreadsheet, and database software;
- Manage a variety and a multi-project workload to ensure timely and effective production;
- Accurately and clearly inform the public and others regarding various processes and specific requirements for regulations;
- Understand and follow oral and/or written policies, procedures and instructions;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Display good organizational skills and attention to detail;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Communicate effectively and maintain effective working relationships with other City departments and employees, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel, and the public;
- Learn quickly and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Perform field inspections of City improvements (i.e. water/sewer, curb and gutter, street lighting, paving, etc);

- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Physical Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand policies and procedures, as well as safety rules and regulations and to work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to detect leaks, breakage, blockage, etc. in sewer lines and work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to collection system lines and equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment.

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)

F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)

C (Constantly) Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential
Exposure		
<u>F</u> Stand Toxins/caustics/chemicals	<u>F</u> 10 lbs or less	<u>F</u>
<u>F</u> Walk conditions	<u>F</u> 11 – 20 lbs	<u>C</u> Extreme
<u>O</u> Sit	<u>F</u> 21 – 50 lbs	<u>C</u> Dust
<u>F</u> Manual Manipulation mechanical parts	N/A 51 – 100 lbs	<u>F</u> Moving
<u>F</u> Grasp electrical shock	<u> </u> Over 100 lbs	<u>F</u> Potential
<u>F</u> Reach Outward noises		<u>F</u> High pitched

<u>F</u> Reach Above Shoulder	Push/Pull	<u>C</u> Blood-borne pathogens
<u>C</u> Speak risk/fumes	<u>F</u> 12 lbs or less	<u>C</u> Gaseous
<u>F</u> Climb zone hazards	<u>F</u> 13 – 25 lbs	<u>F</u> Construction
<u>O</u> Crawl disease	<u>F</u> 26 – 40 lbs	<u>C</u> Communicable
<u>F</u> Squat or Kneel	<u>O</u> 41 – 100 lbs	<u>O</u> Hot liquids/fire
<u>F</u> Bend confined spaces	<u>N/A</u> Over 100 lbs	<u>F</u> Height &

Additional Information

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform as the City may deem appropriate.