



# CITY OF GARDEN CITY

## CLASS SPECIFICATION

### WASTEWATER COLLECTION OPERATOR I

Starting range: \$20.00-\$22.00/hour

FLSA Designation: **Non-exempt**

#### **Class Summary/Primary Function**

The principal function of an employee in this class is to perform installation, maintenance, inspection and sampling, and repair work on sewer collection systems, including sanitary system lift and monitor stations, and sanitary and storm sewer pipes and culverts. The position reports directly to the Wastewater Collection Manager. The principal duties are performed in a public utility environment that may include working outside in adverse weather conditions, exposure to potentially hazardous equipment and chemicals.

#### **Essential Duties and Responsibilities (Illustrative only)**

- Responsible for pulling and submitting wastewater samples to the City of Boise.
- Install, maintain, inspect, monitor, sample, and perform repairs on wastewater collection systems, including sanitary sewer main line, service connections, sanitary sewer system lift and monitor stations, and sanitary and storm sewer pipes and culverts;
- Respond to emergencies such as system breaks or blockages, including locating affected areas, traffic control, erection of safety barricades, and notification of affected users
- Perform installation and repair work including digging and backfilling trenches; installing and repairing pipelines, including cutting, tapping, threading, and making joint connections on copper, plastic, and other pipe material;
- Raise, lower, or relocate sanitary sewer lines, manholes, and culverts to accommodate other utilities or street installation and repair;
- Locate and mark utility lines; including water, sewer, gas, power, telephone, and television, before excavation;
- Repair vandalism and other damage;
- Assist during construction projects;
- Maintain current inspection, maintenance, repair, and daily work records, reports, and logs;
- Operate a variety of vehicles and heavy equipment, including but not limited to, dump trucks, front end loaders and attachments, backhoes, vacuum trucks, sanitary line camera trucks, water tankers, and related equipment;
- Operate a variety of hand tools and power tools, including but not limited to, sledges, hammers, picks, air compressors, chainsaws, air hammers, jacks, generators, sprayers, and related equipment;
- Place work zone traffic control devices and performs flagging duties;
- Perform routine maintenance on vehicles and equipment and maintain service and maintenance records;



# CITY OF GARDEN CITY

## CLASS SPECIFICATION

- Prepare reports and maintains performance and maintenance records; ensure all files are prepared accurately and properly maintained;
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Available on-call during non-working hours for emergencies;
- Assist all Public Works Department employees as needed or requested;
- Create standard operating procedures as they relate to the wastewater division;
- Perform other related duties as required.
- On-call shift work required. Must live within 30 minutes of Garden City limits to respond in a timely manner.

### **Competency Requirements:**

Knowledge of:

- Methods, materials, tools, and standard practices for the installation, operation, inspection, operation, maintenance, and repair of wastewater collection utility systems and related equipment;
- Specialized equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives, including telephone etiquette;
- City utility and other applicable codes, policies, and procedures;
- Current office practices and procedures;
- Record keeping and filing methods and techniques;
- Mathematical and computational functions;
- Federal, state, and local laws, regulations, and requirements relating to wastewater collection and safety.

Ability to:

- Read and interpret technical and operational manuals, blueprints, and diagrams;
- Read and interpret meters, gauges, control panels, and testing and monitoring equipment;
- Read, understand and interpret applicable regulations and Public Wastewater Collections Utility System standards;
- Prepare written and oral reports and maintain system performance records;
- Maintain maintenance records, logs, and documentation;
- Perform operation and maintenance of the wastewater collection system and related facilities;
- Identify utility system breaks or maintenance areas using a map or diagram;



# CITY OF GARDEN CITY

## CLASS SPECIFICATION

- Maintain maintenance records, logs, and documentation;
- Establish and maintain effective working relationships with other City employees, supervisory personnel, the mayor and council, and the public;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Respond to citizen requests in a courteous and effective manner;
- Prepare, present, and record reports, documents, and information;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain confidentiality.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Experience in wet utility installation or maintenance.
- Class B CDL with tanker endorsement or ability to obtain this license within first year of employment; and
- State of Idaho Class I Wastewater Collection License is required within six months of employment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in-person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials; to operate testing and sampling equipment and discern results;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer; to operate job-related light and heavy equipment and to move about in field terrain;



# CITY OF GARDEN CITY

## CLASS SPECIFICATION

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time and work in a field and office environment.
- Jobs in this class require performing repetitive hand movements in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.