

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Storm Water Maintenance Operator	Job Code(s): 2556, 2557, 2558, 2559
Date: November 25, 2015	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is skilled maintenance work with responsibility for the construction, operation, and upkeep of Provo City's storm water system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated foreman or the Storm Water Operations Manager and perform all tasks under his/her close to general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed and by the required level of water operator certification. *Note: Employees are eligible for advancement in this career series as directed by policy.*

ESSENTIAL DUTIES: Apprentice Operator and Operator I: Assist with the following duties: operate and maintain the storm drain system; clean and repair pipes, trash racks, inlet and diversion structures, pump stations, sump pumps, and other system facilities; perform minor maintenance and repair of equipment; keep records; identify abnormal conditions and resolve basic operation issues; prepare ditches and lay pipe; build head gates; thaw frozen pipes; repair pipe leaks; clean and maintain storm drains and irrigation ditches; mix and finish cement; perform field investigations relating to the size and location of storm drains and irrigation culverts; prepare and maintain property lists and work schedules; maintain water flow schedules; confer with water users on issues; may maintain, repair, install, and/or excavate water mains, service lines, fire hydrants, valves, water meters, fountains, and sprinklers; follow safety protocols; may shovel snow; assist others as needed; perform other duties as needed.

Operator II and Operator III: Independently perform all duties required of lower level storm water workers; install pipe, manholes, sumps, inlet boxes, and other storm drain systems; perform pump repair and pump station maintenance duties; dig and fill trenches for laying and repairing water lines; troubleshoot electrical and mechanical issues in pump stations and SCADA; evaluate and execute construction changes; interpret lay out of storm drainage projects; maintain all aspects of the City's NPDES permit; prepare and present various written reports and records; operate jet/vac truck to clear lines; assist supervisor in ensuring other operators follow safety procedures and regulations; supervise part-time workers; assist with training lower level operators and part-time staff; may act as crew foreman in his/her absence; perform all other duties as needed.

MINIMUM REQUIREMENTS: Apprentice Operator: One (1) year of experience in general construction or other work requiring mechanical aptitude. **Operator I:** One (1) year of professional water operator experience. **Operator II:** Two (2) years of professional water operator experience. **Operator III:** Four (4) years of professional water operator experience. An equivalent to a high school diploma is required for all levels. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted water systems operator certification.

License(s) **Operator I:** Unrestricted Grade I Utah Water Systems Operator. **Operator II:** Unrestricted Grade II Utah Water Systems Operator. **Operator III:** Unrestricted Grade III Utah Water Systems Operator. A valid, lawful commercial driver's license is required at all levels.


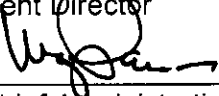
SELECTION FACTORS: *Knowledge of:* the methods and techniques used in the installation, repair, and maintenance of storm drains, irrigation systems, and related structures; related laws, codes, rules and regulations governing functions of the position; the requirements of the City's NPDES permit; the electrical and mechanical operations and maintenance of pump stations; basic English composition, spelling, and grammar; policies and procedures established for the work system; the operations, functions, and terminology common to the work; erosion control and storm water quality practices. *Skill in:* confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues; reading engineered plan and profile drawings. *Ability to:* perform work with speed and accuracy; repair pumps and pump stations; troubleshoot and repair the SCADA system; operate process equipment; recognize changes in normal conditions and investigate the cause; supervise and/or lead the work of others; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, road cutting machine, tap machines, jackhammer, jet/vac truck, dump truck, excavator, various hand tools, SCADA, general office equipment and word processing software, specialized software, safety clothing, and other equipment specific to the work.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: This work requires exposure to adverse weather conditions, heavy traffic, odors, dark and damp spaces, and other hazardous conditions.

Note: Employees of this class may be subject to on-call status and working weekends and holidays.

	11/25/15
_____ Department Director	Date
	11/25/15
_____ Mayor/Chief Administrative Officer	Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.