

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Wastewater Collections Operator	Job Code(s): 2530, 2536, 2537, 2539
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 operation and upkeep of Provo City's wastewater collection system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated foreman or the Wastewater Collections 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 the career series as directed by policy.*

ESSENTIAL DUTIES: Apprentice Operator and Operator I: Assist in operating power rodding equipment to clear sewer lines; assist in operating high-pressure jet-vac unit to clean lines, ditches, and culverts; assist in the operation of closed circuit television viewing and sealing equipment to detect leaks and obstructions of sewer mains and laterals; assist in sealing leaks using packing units; assist in locating manholes, sewer clean-outs, and main sewer lines using photos, metal detectors, and maps; assist in maintaining pump stations and grounds including clearing manholes, catch-basins, and surrounding areas; assist in general construction projects including raising/lowering manholes to grade; clean homes or other buildings following sewer backups; identify abnormal conditions and resolve basic operation issues; assist with record keeping; assist in performing minor maintenance and repair of equipment; assist with snow removal; follow safety procedures; assist others as needed; perform other duties as needed.

Operator II and Operator III: Independently perform all duties required of lower level wastewater collections operators; set up flow and strength measuring devices; tap sewer mains; may inspect sewer line construction work and lateral installations; diagnose origins of line blockage issues and recommend a corrective course of action; perform field sampling and dye testing; prepare power rodding equipment, closed circuit television equipment, high-pressure jet-vac unit, and other specialized equipment for use including performing minor repairs and maintenance; perform general construction activities including mixing and finishing cement; ensure compliance with job site safety and regulations; act as foreman as needed; assist with training lower level operators and part-time staff; maintain job records; assist supervisor in ensuring other operators follow safety procedures; perform other duties as needed.

MINIMUM REQUIREMENTS: Apprentice Operator: One (1) year of experience in general construction or work requiring mechanical aptitude. **Operator I:** One (1) year of professional wastewater operator experience. **Operator II:** Two (2) years of professional wastewater operator experience. **Operator III:** Four (4) years of professional wastewater 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 wastewater operator certification.



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

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the installation, repair, and maintenance of sewer lines and associated structures; related laws, codes, rules, and regulations governing functions of the position; the electrical and mechanical operations and maintenance of specialized sewer equipment and machines; the various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection. *Skill in:* confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognize potential dangers and respond appropriately; troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; performing pipe line taps. *Ability to:* perform work with speed and accuracy; operate process equipment; recognize changes in normal conditions and investigate the cause; 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, and 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; lead the work of others.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, tap machines, jackhammer, closed circuit television equipment, high-pressure jet-vac, power roter, sealing equipment, various hand and power tools, general office equipment and 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 100 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, climbing in and out of manholes, and climbing ladders.

ENVIRONMENTAL FACTORS: This work requires exposure to adverse weather conditions, heavy traffic, noxious odors and dangerous gases, dark and damp spaces, hazardous chemicals, and other hazardous conditions. May include exposure to high stress situations, including contact with the public in emotionally charged situations. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*

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