

Wastewater Collections Operator III Operations Department



Full-Time/Non-Exempt

Career Range: \$27.30-\$38.15 per hour (DOQ)

South Fort Collins Sanitation District

Revision Date: June 2022

Approved by General Manager:

Approved by Human Resources:

General Purpose:

The Wastewater Collections Operator III is responsible for the operation and maintenance of the South Fort Collins Sanitation District (SFCSD or the District) collections system by monitoring, maintaining, and repairing lift stations, manholes, Air Release Valves (ARV), wastewater collections systems and force mains and all associated appurtenances. This position reports directly to the Collections Supervisor.

Essential Functions:

- Inspects, troubleshoots, repairs, and maintains a variety of appurtenances associated with the wastewater collections system.
- Ensures appropriate operations for lift stations, air release valves, gravity mains and force mains, valves, vaults, and equipment.
- Assists with developing daily and weekly crew work schedules.
- Performs and ensures safe ingress/egress of confined spaces (manholes, wet wells, vaults, and similar).
- Assists customers with questions related to the wastewater system.
- Performs field reviews and inspections of all overflows reported.
- Guides corrective actions to malfunctioning and inoperable equipment.
- Performs all required repair and maintenance of all facilities owned and associated with the District.
- Documents all projects for District compliance.
- Ability to operate CCTV inspection truck and equipment and to properly document observations pursuant to National Association of Sewer Service Companies (NASSCO) standards.
- Accurately completes service orders, data entry and research associated with projects daily.
- Ability to assist with the management of the SFCSD Fat, oil and grease (FOG) program through scheduling inspections, conducting inspections, communicating with business owners and following up on non-compliance at the direction of the Pre-Treatment Coordinator.
- Manages assigned projects and contractors engaged in the repair, maintenance and troubleshooting of the District's water collections system.
- Trains and mentors Operator I and II positions in the operations and maintenance of the SFCSD collections system.
- Ability to lead in the repair of sewer back-ups and damage in a safe manner, to include directing the safe excavation, trenching, and shoring operations.
- Assists the Engineering Department with construction inspection services and sewer utility locate services.
- Ensures accountability, maintenance and responsibility for work vehicle, tools and equipment used for the job.
- Assists the Operations Departments in the completion of any / all projects when assistance is needed.
- Provides back-up coverage in the department.

- Complies with the Collection's department cleaning schedule.
- Ensures that the uniforms provided will be worn each workday, and will be unaltered, fitted, and clean.
- Other duties as required and necessary to ensure the success of the District.

Supervisory duties:

- May be responsible for the direction of other operators, programs, processes, or projects.

Knowledge, skills, and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Must be well organized, thorough and have effective time management skills.
- Knowledge of basic math with the ability to troubleshoot and problem solve.
- Ability to learn specialized software and obtain basic electrical knowledge.
- Expert knowledge of the operations and maintenance of a wastewater collections system.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Ability to communicate effectively with customers, contractors, developers, distributor, co-workers, and supervisory staff verbally or in writing.
- Expert knowledge of heavy equipment (dump truck, backhoe, and similar) and the ability to operate this equipment during repairs and routine maintenance activities.
- Knowledge of hand and power tool operations with a safety conscious attitude.
- Expert knowledge of utility mapping, drawings, and sketches.
- Strong knowledge of FOG programs and gravity grease interceptor operations and maintenance.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Completion and certification through NASSCO for the following programs is preferred:
 - Pipeline Assessment Certification Program (PACP)
 - Lateral Assessment Certification Program (LACP)
 - Manhole Assessment Certification Program (MACP)
- Current valid Colorado Commercial Driver's License (CDL) Class B or Class A with Air Brake and tanker endorsement preferred.
- Current Colorado Class Three (3) Wastewater Collections Operator certification is required.

Materials, software and equipment directly used:

- Telephone, computer, hand tools, power tools, diagnostic equipment, rigging equipment, pneumatic tools, utility vehicles, dump truck, backhoe, and similar heavy equipment and others.
- Microsoft Office software.

Physical Activities:

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. May involve climbing ladders, stairs, steps, and traversing catwalk grating, pushing, pulling, bending, stooping and kneeling on a frequent basis and working in confined space and manual dexterity required to complete work tasks through safe and proper operation of power and hand tools, and motor vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

- Extremely strenuous physical work involving objects in excess of 100 pounds occasionally and/or up to 50 pounds frequently.
- Moving, positioning and carrying loads of up to 5 pounds upstairs and loading on four-foot-high surfaces frequently.

Education:

- High School Diploma or General Education Diploma (GED) equivalent is required.
- Demonstrated safety training related to the industry is required.
- Basic knowledge of Microsoft Office is preferred.

Experience:

- A minimum of five (5) years' experience related to the water/wastewater industry is required.
- Experience in reading and understanding engineered blueprints is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working 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 individuals with disabilities to perform the essential functions.

- Work may be performed in field, and office environment during all types of temperatures, weather conditions and all times of day or night while being exposed to excessive noise from machines. Snowy, wet and muddy conditions will exist. Work may be done in confined or cramped spaces.
- Regular and long-term exposure to work areas containing toxic/caustic/hazardous/volatile chemicals; extreme conditions such as hot/cold; sharp hazards; dust/fumes/gasses; electrical shock; moving mechanical parts; high pitched and/or constant loud noise; sometimes long-term contact with bacteria and odorous, infectious/obnoxious material.
- Work may involve assisting with sampling, calibration of equipment and process instruments calibration / maintenance often in difficult areas.
- Ability to use gas monitoring equipment, safety tripod and harness and any other required safety equipment for entering both high and low hazard confined spaces for either plant.
- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- A clean and safety-conscientious environment required while employed.
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- Subject to call-back work and incumbent must be able to respond to emergency
- May be required to rotate on-call responsibilities.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature