

City of St. Helens

Job Title: COLLECTIONS SYSTEM OPERATOR
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: April 2, 2007

GENERAL PURPOSE

This class performs the duties of Utility/Equipment Operator and maintains the waste water collection system.

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Supervisor or a designated alternate.

SUPERVISION EXERCISED

May exercise limited supervision over a few employees as to instruction or direction in the performance of simple or semi-skilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Responds to service order requests, as collected by City Hall Office Staff, including service taps for individual services and customer complaints regarding blocked/plugged sewer, sewage leaks, and sewer line location requests.
- Provides routine preventative maintenance on sewer system by means of routine flushing of lines.
- Makes repairs to sewer lines and manholes, storm sewers and manholes; cleans catch basins, open drainage ditches as required.
- Provides assistance to Waste Water Treatment Plant Superintendent as required at pumping stations; and as standby for collection system, in absence of Waste Water Treatment Plant Superintendent.
- Lead worker in the construction of water and sewer lines, fire hydrants, manholes, vaults, sidewalk construction, handicap access ramps.
- Paints all traffic lines, street markings, parking strips, curbs and bicycle path markings according to the Manual on Uniform Traffic Control Devices regulations.

- Maintains testing equipment required for confined space entry.
- Is subject to call out after normal working hours in response to emergency situations.
- Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Maintains a variety of records relating to inspections, maintenance activity, etc.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Four (4) years of experience relating to construction, maintenance, or repair, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's License and CDL Certification.

Oregon Certification in Wastewater Collections, Level III

MUTCD Training Certificate
Competent Person Certificate
Flagging and Traffic Safety Certificate
First Aid and CPR Certificate

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including backhoe, road grader, Dozer, sanding truck, dump truck, pickup truck, utility truck, street sweeper, jetter/vacuum truck, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Collections System Operator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____