

## CITY OF HEMET

Class Code: 6312 & 6313  
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### WASTEWATER COLLECTION SYSTEMS OPERATOR I/II

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision, performs and learns to perform the full array of duties assigned to classes in the Wastewater Collection Systems Operator series, including skilled and semi-skilled work in the City's wastewater Collection systems; assists other Public Works maintenance units when assigned; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Wastewater Collection Systems Operator I:**

Wastewater Collection Systems Operator I is the entry level class in the Wastewater Collection Systems Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under closer supervision, incumbents perform a variety of maintenance and construction tasks in the City's wastewater Collection systems, and operates and maintains assigned tools and equipment. As experience is gained, incumbents are expected to handle most assignments without detailed instructions. Classification differs from the next higher classification of Wastewater Collection Systems Operator II in that the latter performs the more complex tasks, and operates with a greater degree of independence. This classification is flexibly staffed with Wastewater Collection Systems Operator II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Wastewater Collection Systems Operator II:**

Wastewater Collection Systems Operator II is the journey level class in the series in which incumbents are expected to independently perform the full scope of assigned duties, and may assist in the training of less experienced personnel. Incumbents perform a full range of duties related to the operation, maintenance, and repair of the City's wastewater facilities. This classification differs from the next higher classification of Lead Wastewater Collection Systems Operator in that the latter is responsible for performance of lead responsibilities and the more difficult and complex activities of the work unit.

### SUPERVISION RECEIVED/EXERCISED

#### **Wastewater Collection Systems Operator I:**

Receives immediate supervision from the Water/Wastewater Supervisor. Incumbents in this class do not routinely exercise supervision.

#### **Wastewater Collection Systems Operator II:**

Receives general supervision from the Water/Wastewater Supervisor. Incumbents in this class do not routinely exercise supervision.

### ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Performs maintenance, repair, construction, and installation work in wastewater Collection systems; inspects assigned areas and corrects and/or reports safety hazards.

Performs skilled tasks in the installation, maintenance, and repair of the City's wastewater system; installs, maintains, and cleans wastewater main lines; operates cleaning equipment, including vacuums and jet trucks; videos wastewater mains and laterals; repairs and installs manholes and monitors toxic gasses in manholes and vaults using toxic gas detectors; performs lift station maintenance; locates and marks mains and laterals; conducts leak detection tests; assists in the update of the water/sewer atlas; cleans and maintains storm drains.

Responds to wastewater customer complaints; cleans and disposes of sewage spills; performs sewer dye testing; repairs and installs manholes; maintains wastewater records and daily reports.

Assists other Public Works maintenance units when required; performs traffic control; assists with water distribution maintenance and repair; operates trucks, vacuums, jet trucks, backhoes, boom trucks, and other light and heavy duty maintenance and construction equipment as assigned; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; works with a variety of outside contractors; responds to emergency call-outs as assigned.

Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; may provide training to less experienced staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, and the public.

### **WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals and lubricants, which may expose the employee to fumes, dust, and air contaminants. The incumbent may also be exposed to mechanical, electrical, and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces; use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of practices, techniques, and materials used in maintenance, construction, mechanics, and repair of wastewater Collection systems; operational and maintenance characteristics of standard construction and maintenance tools and equipment; safety requirements for operation of vacuums, jet trucks, and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Skill to safely and effectively operate a variety of maintenance equipment, tools, and materials.

Ability to perform maintenance, repair, and installation of wastewater collection systems; operate a variety of tools and equipment used in wastewater collection systems; operate hand and power tools competently and safely; perform heavy physical labor for extended periods of time; respond to issues and concerns from the community; maintain appropriate certificates and licenses; work independently and as part of a team; demonstrate good customer service; follow written and oral directions; observe safety principles and work in a safe manner; respond to emergency call-outs as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### QUALIFICATIONS GUIDELINES

#### **Education and Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Wastewater Collection Systems Operator I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Wastewater Collection Systems Operator I:**

One year of experience in wastewater systems, and a high school diploma or equivalent.

#### **Wastewater Collection Systems Operator II:**

In addition to the above, two years of experience in wastewater systems equivalent to that of a Wastewater Collection Systems Operator I with the City of Hemet, and a high school diploma or equivalent.

### CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

#### **Wastewater Collection Systems Operator I:**

Possession of an appropriate level California driver's license (Class B w/ Tank Endorsement) and ability to obtain a Grade I Collection certificate issued by CWEA within one year.

#### **Wastewater Collection Systems Operator II:**

Possession of an appropriate level California driver's license (Class B w/ Tank Endorsement) and possession of a Grade I Collection certificate issued by CWEA and a Grade I Water Distribution Certificate within one (1) year.