



## Job Description – Collection System Operator

Location: Whitestown, IN

Full/Part Time: Full Time

Regular/Temporary: Regular

Reports to: Collection System Manager

### **Job Purpose:**

Under direct supervision, the Collection System Operator performs a variety of skilled duties required for the proper operation, maintenance, and repair of the Whitestown Wastewater Collection System.

### **Essential Duties and Responsibilities:**

*Duties may include, but are not limited to, the following examples.*

- Operate, maintain, and repair collection system infrastructure, such as lift stations, pumps, motors, valves, level indicators, float switches, relief valves, manholes, grease traps, generators, odor control units, and other equipment.
- Read and record flow meters, gauges, hour meters, and other information pertinent to the collection system.
- Operate specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the collection system infrastructure such as hydro cleaning equipment, vacuum truck, camera truck, boom truck, portable gas pump, generator, power tools, hand tools, zero turn lawn mower, loader/tractor, backhoe, forklift, pallet jack, drum dolly, hoist, snow blower, snowplow, pressure washer, and other equipment.
- Install portable generators and/or bypass pumps, as necessary.
- Inspect underground sewer pipes, lateral connections, and associated appurtenances

using closed-circuit television equipment to locate leaks, breaks, infiltration, blockages, and other potential issues.

- Perform confined space entry into various pipes, tanks, vaults, wet wells, and other locations.
- Maintains shop, storage sites, equipment, tools, vehicles, and other work areas or equipment in a clean and orderly condition.
- Maintains accurate records of work performed.
- Enters data into an automated work order tracking system.
- Assist in responding to customer complaints or reported issues.
- Inform and interact with the public and customers in a courteous and professional manner.
- Participate in on call/standby program and work various shifts including occasional overtime, weekends, and holidays.
- Responds to emergency calls and emergency duties during non-working hours within 30 minutes of notification, including some weekends and holidays.
- Maintain a valid Indiana driver's license.
- Assist other utility personal as required.
- Performs other duties as assigned.

**Education, Knowledge, and Skills:**

- High school diploma or equivalent.
- Knowledge of basic principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater collection system.
- Knowledge of basic principles and practices of mobile equipment servicing and repair.
- Knowledge of basic safety practices related to the work.
- Knowledge of basic computer applications related to the work.
- Knowledge of basic mathematics.
- Knowledge of safe driving rules and practices.
- Knowledge and ability to perform confined space entry.
- Ability to provide a high level of customer service by effectively dealing with the public, vendors, contractors, and town employees.
- Ability to perform skilled work related to the installation, inspection, maintenance and repair of underground sewer lines and laterals, and pumping stations.
- Ability to perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Ability to safely use vehicles, tools, and equipment related to the work.
- Ability to interpret and explain regulations, policies, and procedures.
- Ability to make accurate mathematical calculations.
- Ability to read maps, manuals, and specifications.
- Ability to assist in responding effectively to emergency situations and troubleshooting such situations.
- Ability to maintain accurate logs, records, and basic written records of work performed.

- Ability to understand and follow oral and written instructions.
- Ability to organize own work, set priorities, and meet critical time deadlines.
- Ability to establish, maintain, and foster positive and effective working relationships with Town employees.

**License/Certificate:**

- Possession of, or the ability to obtain, a class B CDL driver's license with air brakes and tanker endorsement within one (1) year of employment.
- Ability to obtain a Class 1 Wastewater Collection System Operator certificate issued by the Indiana Water Environment Association within one (1) year of employment.
- Possession of a valid state driver's license.

**Physical Demands/Work Environment:**

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.

**The incumbent must possess:**

- Mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate various hand tools, to operate various power tools and construction equipment, and to operate a motor vehicle.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.
- The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment.
- Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect worksites.
- Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75pounds, or heavier weights with the use of proper equipment.

**Work Environment:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing Town policies and procedures.