

**City of Hailey**  
**Job Description**

**JOB TITLE: Entry Level Wastewater/Collection Operator**

**SUMMARY:** Under general supervision of the Wastewater Manager or Collection/Maintenance Foreman, performs a variety of manual, semi-skilled, and skilled work in the operation, maintenance and repair of a 1.6 MGD wastewater facility and 50 miles of collection system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** will vary depending upon the level of assignment and duties may include, but are not limited to, the following:

- Performs a variety of semi-skilled and skilled work in the maintenance and repair of wastewater collection system, including but not limited to inspecting, cleaning, monitoring, repairing and reporting conditions.
- Uses a variety of specialized equipment including hydro-cleaning, camera vehicles, backhoe, forklifts, vibrators, jackhammers, tampers and cutters.
- Test and monitor manholes for dangerous gases and uses proper safety precautions when entering underground areas.
- Takes plant readings of pressures, volumes, weights, levels, and other data and records it on log sheets or computer.
- Observes variations in operating conditions and interprets meter and gauge readings and test results to determine plant process adjustment requirements.
- Assists in the coordination of contracted repair work, maintains records on work performed and inventories of needed supplies and materials.
- Lubricates, cleans, and adjusts plant equipment.
- Performs routine inspections of various infrastructures for compliance with City Ordinances and Standards.
- Regularly inspects lift stations and may repair or replace valves or fittings, performs flow monitoring.
- Responds to emergency repair calls.
- Establishes positive working relationships with Wastewater Manager and staff, other agencies and the public.
- May be required to be on weekly "On Call" duty.
- Is expected to work odd hours and on holidays as the job duties require.
- Perform related or miscellaneous duties related to City facilities or lands as required.

**SUPERVISORY RESPONSIBILITIES:**

- Responsible for maintaining a respectful workplace.
- Responsible for the enforcement of safe work practices at all times on the job site.
- Responsible for timely filing of all incident reports, safety incidents, or accidents.

**SUPERVISION RECEIVED:**

- Wastewater Manager
- Collection Foreman

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- Experience in general mechanical maintenance and/or pipeline construction.
- Operational experience is preferred but not necessary
- High school graduation or equivalent.

**GENERAL SKILLS:**

- Perform heavy manual labor.
- Safely and effectively operate tools and equipment used in the maintenance and repair of sewer collection systems and related facilities.
- Operate a computer and a variety of word processing and software applications.

**LANGUAGE SKILLS:**

- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Read, understand, and follow posted work rules and procedures; follow oral and written directions; and accept constructive criticism.
- Communicate clearly and concisely both orally and in writing.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to assist in writing reports, safety documents, and procedure manuals.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.
- Ability to measure and understand impact of projects, including the indirect cost factors of the department or City.
- Ability to use the mathematical, maintenance, and financial software applications of the City.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze and understand the organizational culture of the City of Hailey.
- Refrain from exposure to risk, conflicts of interest, violations of laws, rules, or ordinances, and unsafe practices.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a commercial Idaho driver's license (Class A license with tanker and air brake endorsements) within six (6) months of appointment. Continued maintenance of a valid Idaho driver's license of the required category, and the ability to be insured for the operation of a City vehicle in accordance with the terms and conditions of the City insurance program are conditions of continuing employment.
- Possession of an Idaho Collections Operator Certification for Collection System Maintenance Level I within 18 months of appointment.

**OTHER SKILLS and ABILITIES:**

- Thorough knowledge of materials, methods, and equipment used.
- Practices, techniques, and materials used in the construction trade.
- Tools and equipment used in maintenance and repair activities.
- Operation and use of a variety of light, medium, and heavy equipment.
- Utilities marking and locating procedures and practices.
- Occupational hazards and standard safety procedures.
- Keep records and make detailed reports.
- Ability to establish and maintain proactive customer relations with the vendors and merchants of the City, the employees of the City, all public and elected officials.
- Ability to provide the necessary leadership to maintain a respectful workplace.

**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.

- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Reach with hands and arms; and talk or hear.
- Frequently required to stand, walk, sit, climb or balance.
- Frequently required to stoop, kneel, crouch, or crawl; and taste or smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Employees must climb ladders and work at heights.

**OTHER REQUIREMENTS:**

- To be immunized against Hepatitis A, B, and diphtheria, pertussis (whooping cough), and tetanus.
- Is required to wear a uniform furnished by the Wastewater Department.
- Provides assistance to other divisions as required (includes snow removal).

**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.

- Employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards.
- Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy vehicle traffic conditions.
- The noise level in the work environment is usually loud. Employees in this class are required to be clean shaven as required to wear respiratory protection or other safety equipment.

I have read and understand my job description.

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Employee Signature

\_\_\_\_\_  
Date