

## **SANTA YNEZ COMMUNITY SERVICES DISTRICT JOB DESCRIPTION**

### **WASTEWATER COLLECTION SYSTEM OPERATOR**

Operator-In-Training

Operator 1

Operator 2

**Hourly Range \$27.96 to \$39.14, plus health benefits**

The following is not an individualized job description for any employee. It defines the general character and scope of responsibilities. These descriptions do not intend to describe every duty for a position nor necessarily list every duty. The responsibilities will be less for Operator-in-Training, slightly more for Operator 1, and more for Operator 2.

#### **GENERAL DESCRIPTION**

Under the direction of the operations supervisor, perform skilled labor in maintenance, operation, repair, and related service activities for the district's collection system, as well as various related duties as assigned.

#### **EXAMPLES OF DUTIES**

- Maintain collection system lines and pump stations.
- Participate in the operation of line locating and video inspection equipment.
- Perform preventive maintenance on trucks and other related equipment.
- Order supplies, materials, and equipment.
- Read meters daily and record.
- Understand and practice safe work practices and requirements, including chemical handling, confined space work, and construction of underground requirements of OSHA.
- Maintain daily log-on activity and give written reports to the general manager monthly.
- Operate various equipment, including but not limited to a jetter, video inspection equipment, and flow meters.
- Regularly monitor the system through reading gauges, meters, and control panels.
- Prepare and maintain data relating to District flows, including monthly flow reports, total District flow reports, daily commercial water usage, casino/reservation flow meters and pump hours, and reservation pump station daily inspection record.
- Daily visual inspection of the collection system.
- Knowledge of computer operations, including MS Word and Excel.

- Mark for underground alerts and work with construction personnel.
- Comply with the District's employment policies outlined in the Employee Handbook.
- Work cooperatively with others and readily accept a supervisor's or General Manager's instructions and directions.
- Maintain cordial working relationships with other District employees; work efficiently in a setting that may include distractions and noise.

### **ESSENTIAL FUNCTIONS**

- Understand and employ materials and equipment used in construction, general mechanical and electrical operations, maintenance, and repair.
- Understand and employ safe work practices.
- Understand and employ basic report preparation techniques.
- Promptly and effectively respond to various emergencies throughout the District's infrastructure.
- Operate and maintain various collection systems/wastewater equipment - the ability to operate the Chumash wastewater treatment plant when needed.
- Read meters and gauges correctly and respond quickly and competently to readings.
- Make routine adjustments and minor repairs to motors, pumps, and other equipment.
- Ability to work in a confined space.
- Periodically wear breathing apparatus as required for confined space entry. Read and interpret basic maps and as-builts.
- Carry a cell phone while on standby duty, a 7-day 24-hour rotation.
- Respond to a call-out in 45 minutes or less of a call while on standby duty.
- Personal schedule permitting work weekends, holidays, and various shifts, as assigned.

### **WORKING CONDITIONS**

Work in wastewater collection systems and wastewater treatment plant environments; some exposure to wastewater, water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing. May work at heights, in confined spaces, and inclement weather conditions.

**PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects or tools or to control and reach with hands and arms.
- The employee must frequently stand, sit, walk, push, pull, kneel, stoop, bend, and squat.
- The employee must frequently lift or move up to 25 lbs. and infrequently up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Each of these physical tasks is an essential function of the position.

**LICENSE REQUIREMENTS**

Must possess a valid California Class C driver's license, have a satisfactory driving record, be insurable by the District to operate District vehicles, and obtain a Grade II Collection System certificate within two years or less.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training would provide the required knowledge and abilities. Completing the twelfth grade or equivalent.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature \_\_\_\_\_

Date: \_\_\_\_\_