

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: September 17, 2020

Item description/summary: Wastewater Collection System Apprentice/Operator I position descriptions

Both position descriptions were created in 2009 and have not been updated since. The changes are minor, except for one change to the apprentice description. Both position descriptions were identical with the only difference being the pay scale. For the purpose of the District's current needs, the apprentice position will give the employee two years to obtain his/her Class B license with tank endorsement.

Fiscal Analysis:

None, both are budgeted positions.

Sample Motion/Staff Recommendation:

Consider approving the revised Wastewater Collection System Apprentice and Wastewater Collection System Operator I position descriptions, as presented – D/A

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

OLIVEHURST PUBLIC UTILITY DISTRICT
WASTEWATER COLLECTION SYSTEM OPERATOR APPRENTICE

DEFINITION

Under the direction of the Collection System Operator 1 or 2, participates in the activities of wastewater collection system. Performs manual, semi-skilled, and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems and related service activities.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Assist in Maintaining wastewater collection system lines.
- Assist in Cleaning wastewater collection system; open clogged lines; clean manholes, wet wells and lift stations.
- Participate in the operation of line locating and the use of video inspection equipment.
- Assist in Responding to various wastewater related emergencies in the districts infrastructure.
- Operate a variety of heavy equipment including backhoe/loader, dump truck and vacuum truck and have the ability to perform preventative maintenance on the same.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction equipment.
- Preventative maintenance techniques and procedures.
- Operational characteristics of a wastewater collections system.
- Tools and equipment used in the maintenance of wastewater collection system.
- Safe work practices and regulations.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Stay abreast of new products and procedures.
- Establish and maintain cooperative working relationships with other employees and the public.
- Communicate clearly and concisely both orally and in writing.
- Obtain California Water Environmental Association Collection System Maintenance Certificate, Grade I.

REQUIREMENTS

- Must obtain ~~have a current and~~ valid class A or B California driver's license with tank endorsement within two years of hiring date.
- Must be insurable by the District's auto liability insurer.
- Must reside within 20-35 miles of the OPUD Business Office.
- Meets the physical requirements necessary to safely and effectively perform required duties.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

FLSA: Non-Exempt

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Safety Sensitive Position

OLIVEHURST PUBLIC UTILITY DISTRICT

WASTEWATER COLLECTION SYSTEM OPERATOR I

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DEFINITION

Under the direction of the Chief Plant Operator, participates in the activities of wastewater collection system. Performs manual, semi-skilled, and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems and related service activities.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Maintain wastewater collection system lines.
- Clean wastewater collection system; open clogged lines; clean manholes, wet wells and lift stations.
- Participate in the operation of line locating and the use of video inspection equipment.
- Respond to various wastewater related emergencies in the districts infrastructure.
- Operate a variety of heavy equipment including backhoe/loader, dump truck and vacuum truck and have the ability to perform preventative maintenance on the same.
- Maintain accuracy of collection systems maps, cleaning records and inspections records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction equipment.
- Preventative maintenance techniques and procedures.
- Operational characteristics of a wastewater collections system.
- Tools and equipment used in the maintenance of wastewater collection system.
- Safe work practices and regulations.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime. [As well as being in rotation for on call emergency call outs.](#)
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.

- Stay abreast of new products and procedures.
- Maintain records and prepare reports.
- Read and interpret blueprints and maps.
- Establish and maintain cooperative working relationships with other employees and the public.
- Communicate clearly and concisely both orally and in writing.
- To interact well with others, including managers, supervisors, customers;
- To receive and act on criticism;
- To have regular and consistent job attendance.
- Obtain California Water Environmental Association Collection System Maintenance Certificate, Grade I.

REQUIREMENTS

- Must have a current and valid class A or B California driver’s license with tank endorsement.
- Must be insurable by the District’s auto liability insurer.
- Meets the physical requirements necessary to safely and effectively perform required duties.
- [Must reside within 35 miles of the OPUD Business Office.](#)

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SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

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