

WWTP COLLECTION SYSTEM OPERATOR III

Department: Public Works
Division: Sanitation
Reports to: WWTP Supervisor

Classification/Grade: 23
FLSA Status: Non-Exempt
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To perform a variety of skilled duties involved in the operation, maintenance and repair of the Wastewater Treatment Plant

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform final inspections for new developments.
3. Responsible for all pretreatment inspections, grease and oil interceptors.
4. Supervise and assist in the daily operation and maintenance of the sanitary sewer collection system, to include video taping of existing lines, manhole inspections, hydro cleaning of sewer lines and pest control.
5. Build and maintain collections system records.
6. Build and assist in the maintenance of wastewater treatment plant record keeping.
7. Supervise and assist in the daily operation and maintenance of sanitary sewer lift stations under the control of the Sanitation Department.
8. Assist in trouble shooting of electrical systems, control systems, and mechanical systems used by the wastewater treatment plant.
9. Assist in the maintenance of equipment used by the Sanitation Department.
10. Assist in the operation of solids handling and lab operations.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Assist in the coordination of all sanitary sewer improvements.
- B. Enforces all City of Mesquite codes pertaining to the above.
- C. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Materials, methods, practices and equipment used in wastewater treatment plant activities.
- Principles of supervision, training and performance evaluation.
- Types and level of maintenance and repair activities generally performed in wastewater reclamation.

Ability to:

- Supervise, organize, train and evaluate staff.
- Keep records and prepare clear and concise reports.
- Plan, forecast and justify operations, laboratory and maintenance needs.
- Work irregular hours when emergencies occur.
- Communicate effectively with others; establish and maintain effective work relationships with those contacted in the course of work.
- Operate sewer cleaning equipment, including 810 Vactor truck, rodding machine, portable flow meters, composite samplers, miscellaneous lab equipment and gas detection equipment.
- Exercise sound judgment and resolve problems under pressure.
- Setup and maintain accurate record keeping system.
- Communicate clearly and concisely, both orally and in writing.

Special Requirements:

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: Must have five years experience with new sewer line installation, construction and rehabilitation of existing manholes and sewer lines. Must have three years experience operating and maintaining heavy equipment, including backhoes, excavators, compactors and other related equipment associated with sewer line construction. Experience in word processing and personal computers for data entry required.

Training: Classes are required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “B” driver’s license with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions; constant walking, kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Must be able to work weekends, holidays and evenings and is subject to 24 hour call back for emergency conditions.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to bio-hazards such as live sewer systems, sewer lift stations, storm drain systems, human debris, drug paraphernalia, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.