

Wastewater Collections Operator

Salary:

Wastewater Collections Operator I: \$5,235 - \$7,329 Month

Wastewater Collections Operator II: \$6,022 - \$8,429 Month

Wastewater Collections Operator III: \$6,849 - \$9,382 Month

Work Schedule: 4/10 Work Schedule - Monday thru Thursday, 6:30am – 5:00pm

Open until filled

APPLY: <https://eocwd.com/connect-with-us/#careers>

Job Summary – Operator I

Under close supervision or direction, performs a variety of routine maintenance duties in support of the collection division and will include at times support of the water division as needed. Routine duties will include day to day sewer main cleaning and manhole inspections, marking district owned sewer and water lines for Underground Service Alert (USA) tickets. An operator I operates and maintains a variety of tools and equipment; and performs preventive and corrective maintenance duties in assigned area.

Receives close supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision over staff. Receives task direction, review and training from assigned higher-level classifications (operator II and/or operator III) within the various trades.

Distinguishing Characteristics – Operator I

This classification is the first level (entry level) within multiple job series in collections. The tasks may vary depending on the operational area this classification is assigned. Responsibilities involve performing a variety of routine tasks in the maintenance and repair of assigned facilities and systems under close supervision.

Essential Duties and Responsibilities –Operator I

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices

- Performs a variety of routine maintenance duties in assigned division including collections and/or water distribution maintenance.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Assists in cleaning sewer lines, manholes, and wet wells; reads line location blueprints; opens manhole covers; sets-up atmospheric monitors; enters confined spaces in a body harness, uses a shovel or bucket to remove debris from manholes, removes floating debris; shovels grit at bottom of wet well and scrape all grease that is on wall of wet well; operates combination truck to clean sewer lines by way of high pressure water hose.
- Performs routine pump station inspections and repair work; assists in troubleshooting pumps and other equipment; identifies malfunctions and take corrective action;

- Assists in performing manhole frame and cover replacement duties; raises manhole covers to street level by operating jackhammer to remove asphalt and concrete; lifts manhole ring with appropriate equipment; mixes cement, sand and gravel to form concrete; removes broken asphalt and concrete; pour and smooth concrete and reset ring cover.
- Performs routine service and repair duties on mechanical equipment, vehicles, pumping stations, and related facilities.
- Conducts traffic control when working in high traffic areas; controls and diverts traffic using traffic cones, flag stands, signs, arrow boards and hand paddles.
- Performs a variety of routine preventive and corrective maintenance duties in assigned maintenance division.
- Operates a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks.
- May respond to a variety of wastewater/water emergencies as needed.
- Perform related duties as assigned.

Knowledge, Skills, Abilities – Operator I

- Basic methods and techniques of general maintenance and repair activities related to the area of work assigned.
- Basic operational characteristics of equipment and tools used in the area of work assigned.
- Basic practices and procedures of traffic control.
- Basic preventive and corrective maintenance techniques.
- Confined space entry including the use and operation a tripod, body harness and atmospheric testing device.
- Occupational hazards and standard safety practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Basic techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and East Orange County District staff.
- Perform a variety of maintenance and repair work in the area of work assigned.
- Use and operate a variety of maintenance and repair equipment in a safe and effective manner.
- Perform heavy manual labor.
- Maintain and repair a variety of tools and equipment.
- Adhere to safe work practice and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Job Summary – Operator II & III

Under direct or general supervision or direction, performs technical duties and responsibilities in the maintenance, inspection, and repair of a public sewer system. Routine duties include the cleaning of sewer mainlines, manholes and wet wells; performs preventive and corrective maintenance on assigned District equipment and vehicles; operates and maintains a variety of hand and power tools and equipment.

Receives direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Receives task direction, review and training from a Lead and/or Supervisor. Collaborates and coordinates when performing work and maintenance activities with other employees.

Distinguishing Characteristics – Operator II

Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, equipment, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most duties required of the positions at the Senior level, but are not expected to function at the same skill level and usually exercise less independent judgment and initiative in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Distinguishing Characteristics – Operator III

Incumbents perform the full range of duties required to ensure that District infrastructure, equipment, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed at critical points of assigned project to determine if desired overall objectives have been achieved. This class is distinguished from the Lead/Supervisor in that the latter is responsible for functional direction over, and provides training to, lower-level staff and is capable of performing the most complex duties assigned to the division.

Essential Duties and Responsibilities – Operator II & III

- Cleans sewer lines, manholes and wet wells; locates and marks sewer and water lines for Underground Service Alert (USA) tickets; opens manhole covers; sets up atmospheric monitors and confined space entry equipment; enters confined spaces in a body harness, removes debris from lines; uses appropriate equipment to remove debris from manholes.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.
- Directs wastewater flow by setting pillow plugs or diversion boards.
- Performs moderately complex pump station repair work; troubleshoots pumps and other equipment; identifies malfunctions and takes corrective action including removing, replacing or repairing parts and pumps; installs and monitors flow meters and gas flaps in sewer lines.
- Performs pump station maintenance work; scrubs and cleans facilities; removes rags and debris; performs routine inspections, and cleaning; communicates with the public regarding activities being performed at pump stations, including odor complaints.
- Performs work on off-site pumping mobile and stationary engines, air compressors, scrubbers, blowers, and hydraulic systems.
- Performs manhole frame and cover replacement duties; raises manhole covers to street level by operating jackhammer to remove asphalt and concrete; lifts manhole ring with appropriate equipment; mixes cement, sand and gravel to form concrete; removes broken asphalt and concrete; pours and smooths concrete and resets ring cover.
- Conducts traffic control when working in high traffic areas; controls and diverts traffic using traffic cones, flag stands, signs, arrow boards and hand paddles; drives Sanitation District vehicles, including towing small trailers as necessary.
- Performs general maintenance work in the field, including vegetation control or general cleanup; clears and cleans easements as necessary.
- Completes and logs written and/or electronic daily work sheets and service sheets; reviews equipment service logs for previous comments or repairs on equipment; completes work orders for malfunctions identified during routine maintenance inspections; maintains all records.
- Operates and maintains a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned duties.
- Orders replacement parts to perform maintenance and repairs as necessary.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; addresses complaints in an efficient and timely manner.
- Responds to a variety of wastewater emergencies on an assigned standby shift.
- Performs related duties as assigned.

Knowledge, Skills, Abilities – Operator II & III

- Methods and techniques of general maintenance and repair activities related to the area of work assigned.
- Operational principles of a wastewater gravity sewer system.
- Operational characteristics of equipment and tools used in the area of work assigned.
- Basic practices and procedures of traffic control.
- Basic preventive and corrective maintenance techniques.

- Confined space entry using a tripod, body harness and atmospheric monitoring device.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Precision measuring devices and equipment alignment.
- Traffic control procedures and traffic sign regulations.
- Mathematical principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in a wastewater collection system.
- Maintenance and operating characteristics of wastewater collection system.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, maintenance management, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Online maintenance management system used to research history, data, and maintenance records.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors and District staff.
- Perform a variety of repair, maintenance, servicing, and cleaning tasks on assigned equipment and vehicles.
- Operate specialized maintenance and repair equipment related to wastewater main cleaning.
- Operate precision alignment tools.
- Set up and operate traffic area zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine action required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Apply and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound decisions within established policy and procedural guidelines.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Knowledge, Skills, Abilities – Operator III - In addition to the *Knowledge, Skills, Abilities* noted under Operator II:

- Read and interpret construction drawings and specifications.
- Principles of coaching and training.
- Plan, organize, schedule, assign, and review the work of and train staff.
- Computerized maintenance management system used to research history, data, & maintenance records.
- Advanced principles, methods, materials, and tools employed in the repair and maintenance of assigned equipment, vehicles, and/or machinery.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Predictive maintenance methods and tools.
- Plan, organize, schedule, assign, review and oversee activities of wastewater collection system maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Estimate the cost and time of repairs.
- Oversee and participate in maintenance and other related projects.
- Perform the most complex mechanical maintenance duties and operate related equipment safely and effectively.
- Operate specialized maintenance and repair equipment related to wastewater main cleaning.
- Perform preventive setup and operate traffic zones, including cones, barricades and flagging.
- Perform work in accordance with Underground Service Alert (USA) regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.

Qualifications

Position	Certifications / Licenses Required at time of Employment
Operator I	• High school graduation or equivalent; AND • 1 year of maintenance, construction, or repair experience. • Valid CA Class B Driver's License with air brakes, tanker certificate and hazmat endorsement are required within six (6) months of date of hire. • Valid Grade I Collection System Maintenance Certificate from the California Water Environment Association required within twelve (12) months of date of hire.
Operator II	• High school graduation or equivalent; AND • 2 years of maintenance, construction, or repair experience. • Valid CA Class B Driver's License with air brakes, tanker certificate and hazmat endorsement. • Valid Grade II Collection System Maintenance Certificate from the California Water Environment Association.
Operator III	• High school graduation or equivalent; AND • 3 years of maintenance, construction, or repair experience. • Valid CA Class B Driver's License with air brakes, tanker certificate and hazmat endorsement. • Valid Nassco Certification in PACP, LACP, and MACP. • Valid Grade III Collection System Maintenance Certificate from the California Water Environment Association.

Disaster Service Workers:

All East Orange County Water District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the East Orange County Water District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

Standby and Call Back:

Employees may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

Physical Demands

Must possess mobility to work in the field, ability to travel to various District sites, projects and/or meetings facilities; 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 varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; 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 work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

Environmental Elements

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 departmental policies and procedures.