

CITY OF BIG BEAR

WASTEWATER COLLECTION SYSTEMS OPERATOR I/II

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

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Wastewater Collection Systems Operator series, including skilled and semi-skilled work in the City's wastewater collections systems; assists other Public Works maintenance units when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Wastewater Collection Systems Operator I

Wastewater Collection System Operator I is the entry-level class in the Wastewater Collection Systems Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under closer supervision, incumbents perform a variety of maintenance and construction tasks in the City's wastewater collections systems, and operate and maintain assigned tools and equipment. As experience is gained, incumbents are expected to handle most assignments without detailed instructions. This classification differs from the next higher classification of Wastewater Collection Systems Operator II in that the latter performs the more complex tasks, and operates with a greater degree of independence.

Wastewater Collection Systems Operator II

Wastewater Collection System Operator II is the journey-level class in the series in which incumbents are expected to independently perform the full scope of assigned duties, and may assist in the training of less experienced personnel. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's wastewater facilities. This classification differs from the next higher classification of Wastewater Collection Systems Operator Crew Leader in that the latter is responsible for performance of lead responsibilities and the more difficult and complex activities of the work unit.

SUPERVISION RECEIVED/EXERCISED:

Wastewater Collection Systems Operator I

Receives immediate supervision from the Public Works Supervisor and lead direction from the Wastewater Collection System Crew Leader. Incumbents in this class do not routinely exercise supervision.

Wastewater Collection System Operator II

WASTEWATER COLLECTION SYSTEMS OPERATOR I/II

Page 2

Receives general supervision from the Public Works Supervisor and lead direction from the Wastewater Collection System Crew Leader. May exercise functional and technical supervision over season, temporary, part-time or staff assigned for a project.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs maintenance, repair, construction and installation work in wastewater collections systems; inspects assigned areas and corrects and/or reports safety hazards.
- Performs skilled tasks in the installation, maintenance and repair of the City's wastewater system; installs, maintains and cleans wastewater main lines; operates cleaning equipment, including vacor trucks; videos wastewater mains and laterals; repairs and installs manholes and monitors toxic gasses in manholes and vaults using toxic gas detectors; performs lift station maintenance; locates and marks mains and laterals; conducts leak detection tests; assists in the update of the water/sewer atlas; cleans and maintains storm drains.
- Operates equipment in snow plowing, berm reduction, cindering and other snow removal activities.
- Assists in setting up and removal of traffic controls, banners, equipment and furniture for special events.
- Responds to wastewater customer complaints; cleans and disposes of sewage spills; performs sewer dye testing; repairs and installs manholes; maintains wastewater records and daily reports.
- Assists other Public Works maintenance units when required; performs traffic control; operates trucks, backhoes, boom trucks and other light and heavy duty maintenance and construction equipment as assigned; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; responds to emergency call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to less experienced staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform manual labor at high altitude. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot and cold. The incumbent may use chemicals and lubricants, which may expose the employee to fumes, dust and air contaminants. The incumbent may also be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive

WASTEWATER COLLECTION SYSTEMS OPERATOR I/II

Page 3

motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Collections Systems Operator I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Wastewater Collection Systems Operator I

One year of experience in wastewater systems, and a high school diploma or equivalent.

Wastewater Collection Systems Operator II

In addition to the above, two years of experience in wastewater systems equivalent to that of a Wastewater Collection Systems Operator I with the City of Big Bear Lake, and a high school diploma or equivalent.

License/Certificate:

Wastewater Collection Systems Operator I

Possession of, or ability to obtain, a valid class B California drivers license. Possession of a valid class A California drivers license with endorsement is preferred.

Wastewater Collection Systems Operator II

Possession of a valid class A California drivers license with endorsement. Possession of a Grade I Collection Certificate issued by the State of California.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of wastewater collections systems; operational and maintenance characteristics of standard construction and maintenance tools and equipment; safety requirements for operation of vacuums, CCTV and other equipment; principles and procedures related to MPDS regulations; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and installation of wastewater collection systems; operate a variety of tools and equipment used in wastewater collection systems; operate hand and power tools

competently and safely; perform heavy physical labor for extended periods of time; respond to issues and concerns from the community; maintain appropriate certificates and licenses; work independently and as part of a team; demonstrate good customer service; follow written and oral directions; observe safety principles and work in a safe manner; respond to emergency call-outs as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.