



UPPER THOMPSON SANITATION DISTRICT

JOB DESCRIPTION

(August 2021)

Position Title: Wastewater Collection System Operator/Trainee

Reports To: Wastewater Collection Superintendent

FLSA Status: Non-Exempt

Job Summary:

Under minimal supervision, perform a variety of skilled and semi-skilled tasks in the operation of the District's wastewater collection system and equipment. Normal work schedule is Monday through Friday 8:00 a.m. – 4:30 p.m.

Essential Job Duties and Responsibilities:

- Evaluate general system operating conditions and report to the superintendent.
- Assist in the maintenance and cleaning of all District vehicles, buildings, property, and equipment.
- Perform utility locates.
- Complete work orders as requested by the Administration Department.
- Inspect residential and commercial sewer line installations, ensuring the requirements and standards of District Rules and Regulations are satisfied.
- Perform sewer service lateral taps on District sewer mains.
- Communicate District easement rights to ensure adequate access to District infrastructure.
- Perform all duties related to sewer main and manhole installations, rehabilitation, and point repairs; to include ditch work, heavy equipment operation, slope calculations, pipe laying, etc.
- Participate in development of District GIS mapping program.
- Perform grease interceptor inspections and observe regular maintenance and pumping as required by District Grease Interceptor program.
- Assist in operation of District sewer jetting and CCTV equipment.
- Assist in the review of construction and as-built drawings for accuracy and conformance to District Rules and Regulations.
- Collect weekly, monthly, and/or quarterly meter readings as requested by the Collection Superintendent.
- Rotational on-call duty, shift, weekend, and holiday work.
- Work after hours emergencies as required.
- Post general notices and non-payment notices as required.
- Respond to on-site requests and inquiries from customers and other agencies.
- Follow all safety and best management practices.
- Work in and around all aspects and conditions associated with domestic and industrial wastewater.
- Attend professional education/training opportunities and safety meetings as directed.

Education and Experience:

- High school diploma or equivalent required.

Knowledge, Skills and Abilities:

- Knowledge of process control practices in the operation of wastewater collection systems.
- Skilled in operation of various types of heavy equipment including backhoes, excavators, skid loaders, and dump trucks.
- Working knowledge of common hand tools, as well as specialized tools such as concrete saws, generators, pumps, jackhammers, etc.
- Ability to effectively read and speak the English language.
- Ability to follow written and verbal instructions.
- Capable of working independently and as a team member.
- Ability to deal courteously with co-workers, customers, and the general public.
- Basic knowledge in operation of Microsoft Word, Outlook, Excel, and other basic computer functions.
- Ability to learn efficient operation of specialized software packages utilized in District CCTV and GIS mapping programs.

Special Licenses or Certifications Required:

- Certification as a Class 1 Wastewater Collection Operator by the State of Colorado, or the ability to obtain within one year of hire.
- Must possess a valid State of Colorado Class B Commercial Driver's License, or the ability to obtain within six months of hire. Employee will be subject to random substance screening.

Physical Requirements:

While performing the duties of this job, the employee is required to use hands, fingers, handle or feel tools or controls; read, speak, hear, and smell. The employee is frequently required to stand, walk, sit, or reach, with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds and on occasion as much as 100 pounds with assistance. Specific vision requirements for this position include close vision, distance vision, and peripheral vision; depth perception, and the ability to adjust focus.

Work Environment

The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, airborne particulates, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is generally low to moderate and may be loud on occasion.

Residence Requirements:

- The employee must reside within the Estes Park School District R-3 boundary.
- Must possess adequate and reliable landline or cellular telephone facilities, enabling the District's emergency telephone system or supervisor to contact the employee in the event of an emergency.

ACKNOWLEDGEMENT OF RECEIPT

On this _____ day of _____, _____,
I received this Job Description and understand its provisions, applications, and requirements.

I understand that this Job Description is not a contract of employment or a promise of employment for any length of time or under any particular conditions. I understand that my employment with the District is “at will”, and that my employment with the District may be terminated by myself or the District at any time.

Employee Signature