

Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **Senior Collection System Operator**

Department: Transportation & Collection

Pay Grade: 106

FLSA Status: Non-Exempt

JOB SUMMARY

Under occasional supervision, performs routine work installing, repairing, and replacing sewer lines and manhole rehabilitation. Work involves operating trucks for the purpose of transporting materials and equipment to and from job sites; operating equipment at various job sites; and performing routine duties which include identifying problems with equipment through vehicle logs.

ESSENTIAL JOB FUNCTIONS

- Assists in the maintenance of sewer mains and laterals.
- Performs preliminary investigation; confirms that the other utilities are marked.
- Performs excavation following safety guidelines before corrective action taken to repair problem.
- Repairs manholes including but not limited to raising manholes, locating missing manholes, installing manholes, etc.
- Performs pre-trip inspections on vehicles for condition reporting; performs inspections on heavy equipment and other equipment to be used on daily basis.
- Performs portable equipment inventory and conditions.
- Receives and/or reviews various records and reports including vehicle pre-trips and safety training logs.
- Prepares and/or generates various records and reports such as service request log and vehicle pre-trip log.
- Refers to wastewater collection system manual, Standard Operating Procedures (SOPs), computer manuals, codes, laws, regulations, publications, and reference texts, etc.
- Operates a variety of vehicles and equipment such as combination truck, washout truck, CDL class "A" and class "B" trucks.
- Interacts and communicates with various groups, individuals, and members of the general public.
- Oversees employees on emergency calls or after hour shifts as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS**Education and Experience:**

- High School diploma;
- Two (2) years of sewer or construction related experience; or
- Equivalent education, training, and/or experience.

Licenses or Certifications:

- Valid South Carolina Class "A" Commercial Driver's License with tanker endorsement.
- Must obtain a valid "B" Wastewater Collection System Certification within twelve (12) months of hire.

Special Qualifications:

- Able to use or learn to use a variety of equipment and tools such as excavators, air compressors, jack hammer, arrow board, lateral camera, small hand tools, fork lift, shovel, etc.; and a variety of vehicles and equipment such as combination truck, washout truck, and Commercial Driver's License (CDL) class "A" and class "B" trucks.

Knowledge, Skills and Abilities:

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of general pipe maintenance, construction, labor tools, equipment, and practices related to this position.
- Knowledge of the occupational hazards and safety precautions necessary for the proper performance of heavy manual work and to light equipment operations and other safety related issues to this position and road safety.
- Knowledge of practices as applied to sewer system construction and maintenance.
- Knowledge of maintenance and operational procedures for vehicles operated.
- Knowledge of operational procedures for track hoes, backhoes, and heavy equipment transported.
- Knowledge of collection system operation.
- Skill in use and care of common tools and equipment employed in the maintenance and installation.
- Skill in operating vehicles and machinery used for the position.
- Skill in technical areas related to job.
- Ability to understand and follow oral and written instructions.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to offer instruction and advice regarding departmental policies, methods, and regulations.
- Ability to comprehend, interpret, and apply regulations, procedures, and operations.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare required reports and records with accuracy and in a timely manner.
- Ability to react calmly and quickly in emergency situations.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL DEMANDS

The work is very heavy work. This requires exerting in excess of 100 pounds of force occasionally; and/ or in excess of 50 pounds of force frequently; and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Works outside in all weather conditions for long periods of time; and exposure to construction and water/wastewater site hazards, traffic, and moving machinery during daily work.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date