



## JOB DESCRIPTION

### STORMWATER COLLECTION OPERATOR APPRENTICE

|                    |                   |                             |  |
|--------------------|-------------------|-----------------------------|--|
| <b>Department:</b> | Public Utilities  | <b>Classification/FLSA:</b> | Full Time, Non- Exempt                                 |
| <b>Location:</b>   | Utility Building  | <b>Reports To:</b>          | Stormwater Collection Superintendent                   |
| <b>Supervises:</b> | N/A               | <b>Salary Range:</b>        | \$12.63 – \$15.16                                      |
| <b>Benefits:</b>   | Per City Handbook | <b>Travel:</b>              | As needed  |
|                    |                   |                             | <b>Date Written/Revised:</b> 02/03/2020;<br>07/20/2022 |

#### POSITION SUMMARY

The Stormwater Collection Operator Apprentice assists the Stormwater Collection Operator 1 or 2. Performs manual labor accomplishing all tasks associated with the maintenance, cleaning, repairs, construction, inspections and installation work in and on the stormwater collection system. The apprentice's primary duties are for work associated with the stormwater management plan, the NPDES permit, and MS4 program. This position is a probationary position to assess employee's ability to receive and follow instruction. The probationary period also allows employee time to complete necessary certification and trainings before being classified as a stormwater collection operator 1. This position reports to the stormwater Collections Superintendent. Perform daily required service checks on equipment to be used for the day including checking and filling; fluids, pressures, and grease points. Cleaning machinery as necessary. Ensures that equipment is operating correctly and reports any suspected malfunctions or safety issues. The primary duties of work are performed outdoors and may include working in adverse weather conditions. Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required. Work in confined spaces and trench excavations as required. The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned.

#### DUTIES AND RESPONSIBILITIES

1. Equipment Operation, Evaluation, and Maintenance
  - a. Learn to operate Combination Flusher/Vacuum Truck for cleaning, maintenance, and hydro-excavation services.
  - b. Learn to operator varying types of mowing equipment such as: skid steer backhoe, mini-excavator, and dump truck.
  - c. Learn to perform daily required service checks on equipment to be used for the day including checking and filling fluids, pressures, and grease points.
2. Collection System Operation, Maintenance, and Restoration
  - a. Learn to respond to and evaluate work requests.
  - b. Learn to perform and record work orders related to hydraulic cleaning processes for manholes and pipeline segments.

- c. Learn to perform and record work orders related to the excavation and repairing and or replacement of pipeline material.
  - d. Learn to perform and record work orders related to the excavation and repairing and or replacement of manholes and structures.
  - e. Learn to perform necessary construction related tasks required for new installation of storm sewer systems, including pipeline and manholes.
- 3. Municipal Separate Storm Sewer System
  - a. Learn to perform duties as required to fulfill goals for:
    - i. Public Education and Outreach
    - ii. Public Involvement and Participation
    - iii. Illicit Discharge Detection and Elimination
    - iv. Construction Site Stormwater Runoff Control
    - v. Post Construction Stormwater Management in new development and development projects
    - vi. Pollution Prevention and good housekeeping for municipal operations
    - vii. Total maximum daily load monitoring and remediation
- 4. Collection System Monitoring, Evaluation, and Adjustment
  - a. Learn the review of flooding areas and collection points. Post-storm debris removal.
  - b. Learn to recognize and identify contributing factors to stormwater erosion
  - c. Learn to identify and report illicit discharges
  - d. Learn to identify and report items related to improved pollution prevention and good housekeeping.
- 5. Security, Safety, and Administrative Procedures
  - a. Learn to take necessary measures as needed for safe excavation and digging operations
  - b. Learn to identify and monitoring of confined space areas for air quality
  - c. Learn to perform entry and egress with necessary personal protective equipment into confined spaces.
- 6. Personal Conduct
  - a. Reliability: Policy 210 and 503
  - b. Judgment: Policy 101
  - c. Cooperation/Attitude: Policy 104
  - d. Serving the Public: Policy 103

## **POSITION COMPETENCIES**

- 1. Equipment Operation, Evaluation, and Maintenance
  - a. Understanding of Combination Flusher/Vacuum Truck components and mechanical/hydraulic functions.
  - b. Understanding of excavation principles/practices and general slope flow directions.
- 2. Collection System Operation, maintenance, and Restoration
  - a. Ability to identify piping material type and size.
  - b. Understanding of pipe fittings and jointing methods as well as general pipeline construction principles.
  - c. Understanding of manhole construction, components, and means and methods of installation practices.
  - d. Understanding of Cured in Place Pipe practices and installations.

- e. Understanding of pipe bursting installation practices.
- f. Understanding of slope percentages and proper sizing of discharge points to slow concentrated flows to minimize erosion.
- 3. Municipal Separate Storm Sewer System
  - a. Understanding of items included in the:
    - i. public education and outreach
    - ii. public involvement and participation
    - iii. illicit discharge detection and elimination
    - iv. construction site stormwater runoff control
    - v. post construction stormwater management in new development and redevelopment projects
    - vi. pollution prevention and good housekeeping for municipal operations
    - vii. total maximum daily load and remediation
- 4. Collection System Monitoring, Evaluation, and Adjustment
  - a. Understand pipe flow measurement and capacity characteristics.
  - b. Understanding of the drainage basins locally and regionally
  - c. Understanding of best management practices structural and non-structural influence on stormwater impact.
- 5. Security, Safety, and Administrative Procedures
  - a. Recognize and report environmental related hazards associated with work to be performed.
  - b. Recognize and report environmental hazards to community and surrounding area caused by illicit discharges and poor housekeeping activities.

## **EDUCATION AND QUALIFICATIONS**

- 1. High school graduation or equivalent.
- 2. Work to obtain Kansas Commercial Driver's License Class A – (6 months from hire date)
  - a. Air Brake Endorsement
  - b. Tanker Endorsement – may be optionally required
  - c. Automatic Transmission
  - d. Standard Transmission – may be optionally required
- 3. Obtain OSHA 10-hour certification (1 year from hire date)
- 4. Will complete one year of on the job training minimum
- 5. Work to obtain certification in: (max 3 years from hire date)
  - a. Wastewater Collections Class I certification issued by Association of Boards of Certification. Equivalent – Kansas Department of Health and Environment Wastewater Treatment Class I Operator Certification or another state recognize certification of equivalency
  - b. National Center for Construction Education and Research (NCCER) Certification: Core Curriculum
  - c. National Center for construction Education and Research (NCCER) Certification: Pipelayer – Level 1
- 6. Basic competencies using micro-soft products such as outlook, word, and excel.
- 7. Basic competencies to utilize smart phones, tablets, and computers for communicating, corresponding, and processing work orders.