



JOB DESCRIPTION

Wastewater Collections Operator Apprentice

Department:	Wastewater Collections	Classification/FLSA:	Non-Exempt
Location:	Utilities	Reports To:	Wastewater Superintendent
Supervises:	N/A	Pay Range:	\$12.63 - \$17.69
Benefits:	Per City Handbook	Travel:	As needed

POSITION SUMMARY

Works assisting the wastewater collection operator 1 or 2. Performs manual labor tasks in the construction, maintenance, and repair of wastewater systems assets; learns operation of a variety of light and moderate heavy power-driven equipment; and ensuring the public health and safety by preventing and/or responding to sewage overflows and blockages. The apprentice assists in the cleaning, inspection, maintenance, construction and repair of the wastewater collection systems including sanitary sewers, storm systems (as requested), assisting in pump station's needs, pipes, manholes, and catch basins. Works to identify and reduces sources of inflow and infiltration into the wastewater collection system. This position is a probationary position to assess employee's ability to receive and follow instruction. Probationary period also allows employee time to complete necessary certifications and trainings before being classified as a wastewater collection operator 1.

Reports to the Wastewater Collections. Performs 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 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 is 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. Learns to operate Combination Flusher/Vacuum Truck for cleaning, maintenance, and hydro excavation services

- b. Learns to operate Camera Van including deployment, operation, and retrieval of pipeline televising equipment
 - c. Learns to operate Skid Steer, Backhoe, Mini-Excavator, Dump Truck
 - d. Performs 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. Learns to respond to and evaluate work requests
 - b. Learns to perform and record work orders related to hydraulic cleaning processes for manholes and pipeline segments
 - c. Learns to perform and record work orders related to hydraulic cleaning processes for manholes and pipeline segments
 - d. Learns to perform and record work orders related to the excavation and repairing and or replacement of manholes and structures.
 - e. Learns to perform necessary construction related tasks required for new installation of sanitary sewer systems, including pipeline and manholes.
- 3. Lift Station Operation and Maintenance
 - a. Assist with removal of sewage and debris from lift station as necessary or required
 - b. Assist with power transfers to temporary generators as necessary
- 4. Collection System Monitoring, Evaluation, and Adjustment
 - a. Learns proper reporting of sanitary sewer overflows
 - b. Learns the installation, deployment, monitoring, and maintenance of flow monitor and rain gauge equipment for the wastewater collection system
 - c. Learns to perform televising inspections of the sewer system; documenting conditions according to the National Association of Sewer Service Companies (NASSCO)
 - d. Learns to perform inspections of sewer laterals utilizing lateral line camera
- 5. Security, Safety, and Administrative Procedures
 - a. Learns to take necessary measures as needed for safe excavation and digging operations
 - b. Learns to identify and monitoring confined space areas for air quality
 - c. Learns to perform entry and egress with necessary personal protective equipment into confined spaces
- 6. Personal Conduct
 - a. Reliability: Policy 210 and 502
 - b. Judgement: Policy 101
 - c. Cooperation/Attitude: Policy 104
 - d. Serving the Public: Policy 103

POSITION COMPETENCIES

- 1. Equipment Operation, Evaluation, and Maintenance
 - a. Understanding of Flusher Truck components and mechanical/hydraulic functions
 - b. Understanding of Camera Van connectivity for data recording and transfer
- 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. Understand of pipe bursting installation practices
 - f. Understanding of pipeline pigging practices
3. Lift Station Operation and Maintenance
 - a. Understanding of pipelines and manholes providing influent to lift station wet well
 - b. Understanding of basic mechanical and hydraulic principles
 - c. Understanding of startup and shut down of lift stations
 - d. Understanding of temporary electrical power connections
 4. Collection System Monitoring, Evaluation, and Adjustment
 - a. Understand pipe flow measurement and capacity characteristics
 - b. Ability to properly and objectively identify sewer line defects in accordance with the National Association of Sewer Service Companies (NASSCO) standards
 - c. Understand components and connections of flow monitoring equipment
 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 sanitary sewer overflow conditions or improper functioning sewers

EDUCATION

1. High school graduate 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 certifications in: (max 3 years from date of hire)
 - a. Wastewater Collections Class 1 certification issued by Association of Boards of Certification. Equivalent – Kansas Department of Health and Environment Wastewater Treatment Class I Operator Certification or another States recognized certification of equivalency
 - b. National Center for Construction Education and Research (NCCER) Certification: Core Curriculum
 - c. National Center of 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