

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: May 20, 2021

Item description/summary: Wastewater Collection System Operator I Position/Description

Over that past couple of years staff has struggled to fill this position due largely in part to the minimum requirement of having a Class A/B license with a tank endorsement. Add to that, due to the pandemic, the California Department of Motor Vehicles is not doing driving tests to obtain a Class A/B license. Truck drivers were also considered essential workers and rarely out of work during the pandemic. This elicited the need to make some updates to the existing position description, which have been provided using the "track changes" option.

Fiscal Analysis:

This position is already a budgeted item.

Sample Motion/Staff Recommendation:

Consider approving updates to the Wastewater Collection System Operator I and authorize advertisement and filling of vacant position via District policies.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

FLSA: Non-Exempt
3/0805-2021
Safety Sensitive Position

OLIVEHURST PUBLIC UTILITY DISTRICT

WASTEWATER COLLECTION SYSTEM OPERATOR I

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DEFINITION

Under the direction of the Chief Plant Operator, participates in the activities of wastewater collection system. Performs manual, semi-skilled, and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems and related service activities.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Maintain wastewater collection system lines.
- Clean wastewater collection system; open clogged lines; clean manholes, wet wells and lift stations.
- Participate in the operation of line locating and the use of video inspection equipment.
- Respond to various wastewater related emergencies in the ~~districts~~district's infrastructure.
- Operate a variety of heavy equipment including backhoe/loader, dump truck and vacuum truck and have the ability to perform preventative maintenance on the same.
- Maintain accuracy of collection systems maps, cleaning records and inspections records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction equipment.
- Preventative maintenance techniques and procedures.
- Operational characteristics of a wastewater collections system.
- Tools and equipment used in the maintenance of wastewater collection system.
- Safe work practices and regulations.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime, ~~As well as including on-call (after hour) being in rotation for on-call~~ emergency call outs.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Recognize, prioritize, and accomplish needed tasks.

- Respond quickly and effectively in difficult situations.
- Stay abreast of new products and procedures.
- Maintain records and prepare reports.
- Read and interpret blueprints and maps.
- Establish and maintain cooperative working relationships with other employees and the public.
- Communicate clearly and concisely both orally and in writing.
- To interact well with others, including managers, supervisors, customers;
- To receive and act on criticism;
- To have regular and consistent job attendance.
- Obtain California Water Environmental Association Collection System Maintenance Certificate, Grade I.

REQUIREMENTS

- Must have a current and valid class A or B California driver’s license with tank endorsement [within 6 months of appointment](#).
- Must be insurable by the District’s auto liability insurer.
- Meets the physical requirements necessary to safely and effectively perform required duties.
- Must reside within 35 miles of the OPUD Business Office.

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Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.