

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : December 15, 2023

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Wastewater Collection System Maintenance Operator I

Included in your board package is a draft position description for a Wastewater Collection Systems Maintenance Operator I position.

The proposed hourly range for this position is as follows:

Wastewater Collect Sys Maintenance Op I	\$21.91	\$23.01	\$24.16	\$25.37	\$26.64
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OLIVEHURST PUBLIC UTILITY DISTRICT

WASTEWATER COLLECTION SYSTEM/WASTEWATER MAINTENANCE **OPERATOR I**

DEFINITION

Under general supervision, participates in the activities of wastewater collection system and maintenance of lift stations and other wastewater appurtenances. 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:

- Maintenance on wastewater plant and collections system pumps, motors and related equipment.
- Light fabrication and welding.
- 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 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.
- General fabrication and welding techniques.
- 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, including on-call (after hour) rotation for emergency call outs.

- Carry out policies of the District.
- Perform maintenance and repairs to sewage treatment plant mechanical components and equipment, including valves, and motors.
- Work in confined spaces in awkward positions, such as stooping and kneeling for extended periods.
- 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, and 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 be insurable by the District's auto liability insurer.
- Meets the physical requirements necessary to perform required duties safely and effectively.

Preferred requirements:

- Obtain a valid class A or B California driver's license with tank endorsement.
- Obtain available certification(s) in wastewater collections, collections maintenance and rebuild of pump, motors and various related equipment.

SPECIAL REQUIREMENTS

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.