

## COLLECTION OPERATOR "B"

### GENERAL STATEMENT OF DUTIES

Under the supervision of a licensed operator, maintains sewers and pump stations. Operate and maintain associated equipment.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

This position is an entry level/trainee position and the employee is not expected to perform all duties at the time of employment.

### SUPERVISION RECEIVED

Works under the supervision of the Superintendent and Collection Operators.

### SUPERVISION EXERCISED

Supervises Service Maintenance Workers, and part-time employees.

### JOB DUTIES

- All duties of a Service Maintenance Worker position.
- Operates sewer jet, portable pumps, television equipment, etc.
- Maintains and repair sewer pumping stations, motors, pipes, etc.
- Inspect, clean and repair sewer mains, lateral connections, and manholes.
- Inspect new sewer mains and lateral construction.
- Maintains records of maintenance, repairs and time.
- Maintains inventory of repair parts and supplies.
- Perform masonry work as required.
- Responsible for job site start-up and completion, record keeping, and safety.
- Responsible for recommending needed materials and supplies.
- Mark existing sewers for other utilities.

- Respond to emergency situations relating to sewers, etc.
  
- Communicate and remedy problems and complaints with the public.
  
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
  
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Mathematical ability, communication skills, planning and organizing skills, knowledge of collection operations, and mechanical ability. Must be able to function with co-workers as a team. Must have a telephone where one can be reached for call-outs and emergencies.

Is required to Obtain a Class I Distribution License withing 2 years of employment in this position.

**UNUSUAL OR SPECIAL WORKING CONDITIONS**

Responds to call-outs in times of emergency or other times of need.

Minor to significant levels of physically demanding effort.

Required to work in severe weather conditions and possible hazardous traffic conditions.

**LICENSES AND CERTIFICATES REQUIRED**

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.

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Paygrade: OMEC Contract  
F.L.S.A. Rating: Non-Exempt

Classification: Provisional  
Civil Service Rating: Classified -  
Non-competitive