



**ORGANIZATION:** City of Lincoln City  
**DEPARTMENT:** Public Works  
**JOB TITLE:** Wastewater Collections Operator I  
**FLSA STATUS:** Non-Exempt, Grade 7  
**UNION:** AFSCME  
**UPDATED:** August 2018

---

**PURPOSE OF POSITION:** Perform various tasks in the maintenance and repair of sanitary sewer system. Operate light and medium equipment, e.g. sewer cleaner, backhoe, dump truck, flat bed, etc.

**ESSENTIAL JOB FUNCTIONS:**

As a crew member, assist with installation, maintenance, inspection and repair of the sanitary sewer system, including: cleaning the sanitary sewer collection lines; removing debris; installation, inspection and repair of manholes; installation and removal of flow monitoring equipment; mowing vegetation; inspection and maintenance of pump stations and lift facilities, inspecting grease traps and receptors at local restaurants and performing traffic control.

Safely operate various equipment used in the construction and maintenance of a sanitary sewer system, e.g. dump truck, loader, backhoe, vactor, compactors, shoring jacks and trench shields, compressors, mower, jack hammer, chain saw, remote television inspection equipment, portable diesel generators, etc. to complete assigned work.

Perform operator vehicle and equipment maintenance as directed, such as conducting pre- and post-operation checks, maintaining proper fluid levels, cleaning, etc. Adhere to established maintenance schedules on vehicles and equipment.

Assist with inspection and mapping of sewer lines. May operate video equipment as directed.

Assist with new sewer hook-ups and line extensions and interact with contractors regarding these topics as directed and in accordance with City rules and practices.

Use the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Perform utility locates daily, including accurately reading maps. Use and operate flagging equipment to control traffic in vicinity of public works crews. Prepare written reports and maintain work and equipment records as directed. Perform general cleanup and minor maintenance to Public Works facilities.

Operate and maintain wastewater treatment facilities as directed.

Maintain professional, respectful and cooperative working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas.

Other related duties as assigned.

**THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.**

**AUXILIARY JOB FUNCTIONS:** Perform minor maintenance and repairs on sewer pump stations and equipment. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High school education or equivalent and one year experience in collection systems environment which included the regular operation of related equipment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. General knowledge of the use of vehicles, tools and equipment, equipment servicing, practices, methods, hazards and safety precautions to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Level I Wastewater Collection certificate within eighteen (18) months of appointment. Possession of Flagger/Work Zone Traffic Control certificate and a valid driver's and Class "B" Commercial Driver's License within six months of appointment. Possession of a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment. Must be able to respond onsite to an emergency within twenty and no later than thirty minutes.

**DESIRABLE REQUIREMENTS:** Possession of Level II or higher Wastewater Collection certificate. Level I Wastewater Treatment certificate. Previous experience working in a municipal wastewater collection system.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, push, pull, twist, balance, communicate, reach and manipulate objects, tools or controls. Many duties are physically demanding and occasionally moving materials weighing up to 90 pounds. Movement of materials weighing up to 150 pounds may consume up to 15% of the work period and occur daily. Activity and types of duties performed require manual dexterity and coordination.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, biohazards, electrical energy, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required with exposure to inert gases and various atmospheric conditions. Position is subject to emergency on-call response after normal duty hours on a rotational basis. May require working weekends and holidays. Must be able to act as an Emergency Responder.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Wastewater Collections Supervisor.