



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** WW Collections Operator II  
**FLSA STATUS:** Non-Exempt, Grade 9  
**UNION:** AFSCME  
**UPDATED:** September 2019

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**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 and flat bed.

**ESSENTIAL JOB FUNCTIONS:**

As a crew member, install, maintain, inspect and repair 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.

Operate various equipment used in the construction and maintenance of a sanitary sewer system, e.g. dump truck, loader, vactor, backhoe, compactors, shoring jacks and trench shields, compressors, mower, jack hammer, chain saw, remote television inspection equipment, portable diesel generator, etc. to perform assigned work. Act as a competent person on an excavation site as needed.

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

Operate video equipment to inspect and map sewer lines.

Conduct new sewer hook-ups and line extensions and interact with contractors regarding these topics 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.

Perform general cleanup and minor maintenance to Public Works facilities.

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

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. May provide training for safe operation of the vactor.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Operate and maintain wastewater treatment system. 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 three years 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. Knowledge of the use of vehicles, tools and equipment, equipment servicing, practices methods, hazards and safety precautions required to perform duties; general equipment servicing methods and techniques.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Level II Wastewater Collection certificate and a valid Class "A" Commercial Driver's license. Possession of a Flagger/Work Zone Traffic Control certificate and competent person training for excavation site purposes or the ability to obtain these within six months of appointment and maintain them throughout employment. Must also possess a current CPR/First aid card or the ability to obtain one within six months of appointment and the ability to maintain throughout employment. Must be able to respond to an emergency onsite within twenty and no more than thirty minutes.

**DESIRABLE REQUIREMENTS:** Possession of a higher Level Wastewater Collection certificate. Possession of a Wastewater Treatment Level I certificate. Previous experience 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. The position requires mobility. Activity and types of duties performed require manual dexterity and coordination, including operating a motor vehicle and heavy equipment.

**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, bio-hazards, 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. May act as a crew leader for assigned projects in the absence of the Wastewater Collections Lead.

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