

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Apprentice Wastewater Collections Operator	Job Code: 2530
Date: June 25, 2024	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is apprentice-level maintenance work with responsibility to learn and assist in the operation and upkeep of the Provo City wastewater collection system.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated crew supervisor or Wastewater Collections Manager and perform all tasks under very close supervision. This work is distinguished by its apprentice-level knowledge and skill and on-the-job learning. *Note: Employees are eligible for career series advancement as directed by policy.*

ESSENTIAL DUTIES: Assist in operating power rodding equipment to clear sewer lines; assist in operating high-pressure jet-vac unit to clean lines, ditches, and culverts; assist in operating closed circuit television viewing and sealing equipment to detect leaks and obstructions of sewer mains and laterals; assist in sealing leaks using packing units; assist in locating manholes, sewer clean-outs, and main sewer lines using photos, metal detectors, and maps; assist in placing traffic cones, signs, and barricades for the protection of employees and members of the public; assist in maintaining pump stations and grounds including clearing manholes, catch-basins, and surrounding areas; assist in general construction projects including raising and lowering manholes to grade; clean homes or other buildings following sewer backups; identify abnormal conditions and resolve basic operational issues; assist with recordkeeping; assist in performing minor maintenance and repair of equipment; assist with snow removal; assist with waterline repairs; assist others as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 1 year of experience in general construction, maintenance, semi-skilled craft or trade or work that demonstrates mechanical aptitude.

License(s)/Certification(s): A valid, lawful Class B Commercial Driver License (CDL) and a Flagger Certificate are required within the first 6 months of hire.

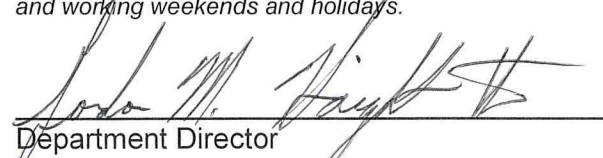
SELECTION FACTORS: *Knowledge of:* techniques used in the installation, repair, and maintenance of sewer lines and associated structures; related laws, codes, rules, and regulations governing functions of the position; electrical and mechanical operations and maintenance of specialized sewer equipment and machines; basic English composition, spelling, and grammar; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection; basic maintenance safety procedures and PPE use. *Skill in:* entering confined spaces; safely using a variety of power tools, hand tools, and other heavy equipment in hazardous environments; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; performing pipeline taps; practicing trust-building behaviors. *Ability to:* follow safety procedures; quickly and accurately perform work; learn to operate process equipment; learn to recognize changes in normal conditions and investigate causes; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all

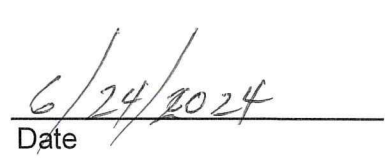
circumstances and always maintain effective working relationships; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

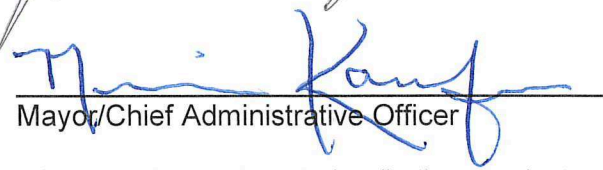
TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, tap machines, jackhammer, closed circuit television equipment, high-pressure jet-vac, power roter, sealing equipment, various hand and power tools, general office equipment and software, specialized software, PPE, and other work-related equipment.

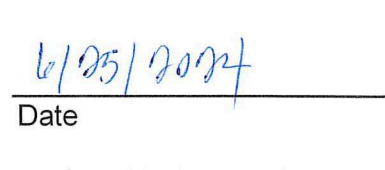
PHYSICAL DEMANDS: Requires sufficient physical strength, agility, and vision to perform work including lifting up to 100 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, climbing in/out of manholes, and climbing ladders.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, heavy traffic, noise, noxious odors, dangerous gases, dark and damp spaces, hazardous chemicals, and other hazardous conditions. May include exposure to high stress situations, including contact with the public in emotionally charged situations. *Note: Employees of this classification will be subject to on-call status and working weekends and holidays.*


Department Director


Date


Mayor/Chief Administrative Officer


Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.