

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Wastewater Collections Operator III	Job Code(s): 2539
Date: July 25, 2023	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled maintenance work with responsibility for 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 general supervision. This work is distinguished by the amount of supervision, knowledge, and skill needed and by its required grade III level of wastewater operator certification. *Note: Employees are eligible for career series advancement as directed by policy.*

ESSENTIAL DUTIES: Operate power rodding equipment to clear sewer lines; operate high-pressure jet-vac unit to clean lines, ditches, and culverts; operate closed circuit television viewing and sealing equipment to detect leaks and obstructions of sewer mains and laterals; seal leaks using packing units; locate manholes, sewer clean-outs, and main sewer lines using photos, metal detectors, and maps; place traffic cones, signs, and barricades for the protection of employees and members of the public; maintain pump stations and grounds including clearing manholes, catch-basins, and surrounding areas; perform 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; perform recordkeeping; perform minor maintenance and repair of equipment; assist with snow removal; perform waterline repairs; assist others as needed; independently perform all duties required of lower-level wastewater collections operators; set up flow and strength measuring devices; tap sewer mains; inspect sewer line construction work and lateral installations; diagnose origins of line blockages and recommend corrective courses of action; perform field sampling and dye testing; prepare and operate power rodding equipment, closed circuit television equipment, high-pressure jet-vac unit, point repair equipment, Vaporooter unit, and other specialized equipment for use including performing minor repairs and maintenance; perform construction activities including pipeline installation, mixing, and finishing cement; ensure compliance with job site safety and regulations; maintain job records; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and Grade III Wastewater Operator certificate and 3 years of water/wastewater operator experience **OR** Grade I Wastewater Operator certificate and 6 years of water/wastewater operator experience with Division Director approval.

License(s)/Certification(s): A valid, lawful Class B Commercial Driver License (CDL) is required. An Operator Grade certificate as listed in the minimum requirements is required. A Flagger certificate is required.


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; 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; operate process equipment; 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; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; 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 roofer, 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

7/19/23

 Date



 Mayor/Chief Administrative Officer

7/25/23

 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.