

West Boise Sewer District

Class Specification

Field Maintenance Operator

Starting range: \$19.00-\$22.00/hour

FLSA Designation: Non-Exempt

General Statement of Duties

Operates specialized equipment to detect problems, clean and otherwise maintain sewer lines and related sewer systems; performs related work as required.

Classification Summary

All employees of the District, including employees in this position, are "at will" employees. The principal function of an employee in this class is to inspect, clean and otherwise maintain District sewer lines in compliance with District rules, regulations and guidelines. Other duties include responding to calls for sewer back-up problems, collect samples for laboratory analysis, and maintain equipment. Each Field Maintenance Operator works under the direct supervision of the Maintenance Operations Supervisor, who from time to time may assign field direction duties to one or more Field Maintenance Operator. Upon such assignment of duties, the other Field Maintenance Operator- shall work under the direction of the designated Field Maintenance Operator. The principal duties of the Field Maintenance Operator are performed in an outdoor environment that may involve adverse weather conditions and related hazards.

Essential Duties and Responsibilities (Illustrative Only)

- Operates specialized and computerized equipment for high velocity flushing of sewer lines;
- Monitors and reports the condition of the District's sewer lines and related sewer systems;
- Inspects stub-outs, main lines, line taps, manholes, etc. as they relate to the District's regulations;
- Responds to calls from the public regarding sewer back-up problems;
- Responds to calls for line maintenance problems;
- Collects wastewater samples from chemical monitoring stations and prepares required reports;
- Delivers monitoring station samples to laboratories for analysis;
- Conducts inspections on new sewer line hook-ups;
- Inspects, analyzes and assesses sewer lines and treatment systems for toxic and corrosive substances;
- Performs preventive and specific maintenance on equipment;
- Monitors mapping systems to determine new hook-ups or changes in street addresses;
- Conducts and/or assists with confined space entries such as installation of sewer flow meters;
- Maintains support monitoring equipment such as instrument/apparatus cleaning and storage;
- Performs "on-call" assignments which may require work on weekends and/or holidays;
- Establishes courteous working relationships with the public;
- Establishes effective working relationships with utility company representatives;

- Responds to employees' and citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Wastewater management techniques, including the materials, tools and equipment involved in the repair and maintenance of sewer systems;
- Water quality tests and testing and sampling procedures;
- EPA and Division of Environmental Quality compliance requirements for sewer systems;
- Water quality line maintenance processes;
- The safe operation of tools and equipment used in performing maintenance tasks on sewer systems;
- Effective interpersonal communication skills.

Ability to:

- Operate specialized and computerized equipment for inspecting, flushing and repairing sewer lines;
- Operate, maintain and set-up the CCTV equipped van for line review;
- Tape and review service locations for existing or potential problems;
- Maintain effective working relationships with the Board of Directors, District employees, the public and/or other representatives of external organizations;
- Operate a personal computer and copy machine;
- Communicate effectively, both orally and in writing. This includes the ability to read, compose, and comprehend written instructions, correspondence and memos;
- Prepare accurate and reliable reports containing pretreatment status and/or other information requested by the Board of Directors;
- Accept direction, make field decisions, and work cooperatively with others using tact and good judgment;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Comprehend and follow safety rules and regulations;
- Perform repair and maintenance tasks on streets, water, and sewer assignments;
- Work outdoors for extended periods under all weather conditions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or equivalent general educational development (GED) certificate with course work in general office skills;
- Previous experience operating specialized equipment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- District employees will also be required to attend continuing education courses and/or seminars or classes, as deemed necessary by the Board of Directors or Maintenance Supervisor to further the District's business purposes or to obtain required licensing or certification.

Special Qualifications

- Valid State of Idaho Commercial Driver's Class B License with tanker and air brake endorsements;
- Maintain appropriate driving record and qualification for commercial license and all necessary endorsements, and consent to background check of driver record upon hire and periodically during employment, which the Board of Directors may use, in its discretion, in all decisions effecting employment;
- Ability to successfully pass a drug screening test and subsequent random drug tests in accordance with District policies;
- Must obtain Wastewater Collection Operator – Class I License within one (1) year of date of hire. Field Maintenance Operators are encouraged to obtain Wastewater Collection Operator Licenses of higher Class

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect, flush and repair sewer lines;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to collect samples, perform preventive maintenance on equipment and prepare required reports;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in adverse weather conditions, to lift or move up to 90 pounds and to safely enter, exit and work in manholes having a 24" wide opening.

Nothing in the above information creates a contract for employment between the West Boise Sewer District and the employee. All employees of the West Boise Sewer District are employees "at will", including employees in this position, and may quit their employment, and have their employment terminated, at any time for any reason or no reason. All employees will be required to perform such other duties as may be requested by the Office Manager, Maintenance Operations Supervisor or the Board of Directors.