

## **GMWSS POSITION DESCRIPTION**

Class Title: Sewer Collection Operator Trainee

Department: Operations/Sewer Collection

Supervisor: Sewer Collection Supervisor

Supervises: None

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in construction, installation, operation, maintenance, cleanliness and/or repair of the sewer collection system; assists other departments as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with construction, installation, operation, maintenance, cleanliness, and/or repair of sewer collection system.
2. Assists with making sewer taps.
3. Assists in inspecting and locating leaks in lines; repairs leaks as necessary.
4. May operate equipment, vehicles, and tools assigned to department after proper licensing and/or training.
5. Pours concrete, blacktop, etc.
6. Assists with keeping all equipment in working order. Performs servicing and assists with preventative maintenance programs on vehicles and equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors.
7. Cleans vehicles, equipment, and tools after use.
8. Assists with other duties in other departments on a regular basis as requested.

Non-Essential: None.

### **MINIMUM QUALIFICATIONS**

Training and Experience: Graduation from high school or equivalent; no work experience requirements for this class.

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Knowledge of, or the ability to learn, equipment, materials, methods, and techniques used in construction, installation, cleanliness, maintenance, and repair of sewer collection system.

2. Knowledge of, or the ability to learn, functions, servicing, and maintenance requirements of mechanical equipment and machinery.
3. Knowledge of, or the ability to learn, the geography of the service area.
4. Knowledge of, or ability to learn, welding, pipe fitting, carpentry, concrete, etc.
5. Knowledge of traffic laws.

Abilities:

1. Ability to operate motorized equipment.
2. Ability to assist with maintenance (including preventive maintenance) on vehicles and equipment.
3. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc.
4. Ability to detect mechanical problems and make minor repairs.
5. Ability to establish and maintain effective working relationships with officers, department supervisors, other employees, and general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

**ADDITIONAL REQUIREMENTS**

Instructions: Instructions are initially detailed and specific but become more general with work experience in the class.

Processes: Work varies slightly and seldom required to take a different, new, or unusual approaches in completing work assignments.

Review of Work: Most or all completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Vehicles, backhoe, trencher, welder, tapping machine, jack hammer, line locator, air compressor, sewer machines, hand tools, wrenches, weed-eater, chain saw, etc.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Sewer Collection Operator Trainee

Special Licensing Requirements: Must possess a valid driver's license; must possess, or be willing to obtain, a valid Class B Commercial Driver's License (CDL) issued by the Commonwealth of Kentucky while employed in the class.

Certification Requirements: No certification requirements at this level; however, should obtain Class I, II, III, and IV Sewer Collection License within one year after meeting experience requirements at each level as a condition of continued employment.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment in this class.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.