City of Bradenton
Job Descriptions

Job Title: Collection Operator A

Date Prepared: June 5, 2015

Department/Location: Public Works & Utilities – Distribution and Collection Division

FLSA Status: Non-exempt

Bargaining Unit: AFSCME

Classification: Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: None

Supervision Received: Supervisor and/or Crew Chief

General Purpose of the Position: Under limited supervision, performs journeyman level work in installing, maintaining and repairing wastewater collection systems; and performs related duties as assigned.

Essential Duties and Responsibilities:

- Repairs and maintains wastewater collection systems including the installation of gravity lines, force mains, pipe lines, valves and related system components.
- Repairs and replaces valves, force mains, air release valves and structures.
- Inspects wastewater gravity lines and force mains, searches for leaks, measures flow and locates lines for contractors, other utility companies and co-workers.
- Operates trucks and construction/maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to crew chief; maintains inventory of tools and equipment.
- May operate Flush Truck or Vac Truck and oversees other employees assigned to the truck activities; Records data, updates field maps and reports discrepancies to the Crew Chief or Field Supervisor.
- Installs street barricades and cones prior to the performance of construction and repair activities; directs and controls traffic around work sites.
- Perform duties as assigned through work orders.
- Keep basic records; perform computer data entry.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of safe work techniques and practices used in minor line construction.
- Ability to make independent judgments and decisions.

- Knowledge of materials used in the construction and maintenance of water and wastewater facilities, water distribution and wastewater collection systems.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of job-related software as required by Department.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL and CDL Class B vehicles and light equipment, pumps, power valve turner, trencher, generators, concrete saw, and miscellaneous hand tools including shovels, sledge hammers, wrenches, pipe cutters, ratchets, saws, etc.. Safety training and equipment are provided.

Education and Experience Required: Must possess a Florida state-approved Wastewater Collections Operator Class A Certification prior to assignment to position. A good driving record, valid Florida driver's license and a high school diploma or GED equivalent are required. A minimum of two years of experience as a Collection Operator B, and five (5) years of overall wastewater system experience or equivalent required.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) Class B driver's license with air brake endorsement and tanker endorsement is required for this position.

Pay Grade: 112 **Salary Range: Minimum:** $14.54/hour **Maximum:** $21.81/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this

document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director_____ **Date** 12-29-14

Human Resource ~~Director~~ Manager _____ **Date** 1/10/17

*Updated Dec 2015
**Updated Jun 2016