

Sewer Collection System Operator Position Description

POSITION: Sewer Collection System Operator

REPORTS TO: Project Manager (PM) and Finance Officer

STATUS: This is a maintenance staff position and will work alongside the Project Manager (PM), Sub-Contractors and Engineering Staff when applicable.

Full-time, hourly, Monday – Thursday, 8:00 a.m. – 4:00 p.m.,
Friday 8:00 a.m. – 2:00 p.m. and as assigned for training or meetings.

POSITION SUMMARY:

Serves as a maintenance person for the Ben Davis Conservancy District, overseeing the sanitary sewer system of a “Collection Site.” This individual will assist in the daily maintenance and operations of the Districts sanitary sewer system. This individual will work alongside other maintenance personnel to complete work as assigned within the District. This position will be responsible for responding to residents and businesses located within the District regarding any sanitary sewer problems. This individual will be expected to conduct themselves in a courteous and professional manner and dress appropriately for the conditions he or she will be working in. The District will provide uniforms and work boots that will be expected to be worn at all times during the work schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position includes, but is not limited to, the following responsibilities:

- Actively engage in the operation and maintenance of the wastewater collection system
- Oversight of system operations and potential maintenance problems
- Enforce District operating policies and procedures as well as comply with all Federal, State & local regulations
- Perform maintenance, housekeeping, repair, and related equipment upkeep of District-owned facilities and grounds
- Perform needed tasks that involve physical labor such as confined space operations, cleaning, shoveling, washing, and operating power equipment such as loaders and vector trucks (non-CDL)
- Keep daily records of all incidents or work completed
- Perform other duties as assigned by the Project Manager (PM) or Engineers.
- Prepare reports as needed and requested by the Board or Project Manager (PM).
- Review repair activities and oversee contractor work reporting to PC any deficiencies or problems identified during work

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required;
- Willingness to be trained and take any courses available or training as required to be able to complete the above-mentioned responsibilities
- Class B CDL w/ Airbrakes and Indiana driver’s license recommended but not required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Regular and punctual attendance
- Knowledge of safe work practices relating to wastewater operations
- Set an example of being professional and productive.
- Use of mathematical formulas
- Ability to maintain accurate records and reports in computerized maintenance and asset management program.
- Able to read and interpret, District maps, and exhibits.
- Must be able to establish and maintain cooperative relationships with management, fellow employees, consultants to the District and the general public and work well with other municipalities, contractors, commercial entities and civic groups
- Continuing Education credits and or certificates for enclosed spaces, wastewater, etc.
- Ability to learn and or be trained on Silversmith GIS system
- Knowledge & ability to utilize Outlook email & calendar and Microsoft office products
- Must comply with the District's Employee Handbook.

PHYSICAL ACTIVITY REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Lifting or exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Must be able to work in cold and hot weather under adverse conditions & confined spaces

DRUG & ALCOHOL TEST REQUIRED:

The Ben Davis Conservancy District is a Drug Free Workplace. Therefore, a post offer, pre-employment drug & or Alcohol screening may be required. The District may request drug screenings at any time with or without cause.

EMPLOYEE BENEFITS:

Competitive Wages paid weekly

Employer paid healthcare after 90 days

Employer paid ancillary care (vision, life, ad&d, STD & work comp)

Dental paid by employee

Employer paid Indiana Perf Retirement Plan 3 % & 11.2 % contribution not including voluntary

State & Federal Holiday Schedule

PTO & Sick time after 1 year

40 hour work week

Training when applicable paid for

Uniforms including work shirts, pants and Steel Toe Boots paid by District

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described.

EMPLOYEE _____

DATE _____

MANAGER _____

DATE _____

BOARD _____
CHAIRMAN

DATE _____