

**TITLE** **Collection System Operator**

**CATEGORY** Operations

**DESCRIPTION** Incumbent is responsible for the operation, maintenance, and monitoring of the pump stations, associated equipment, gravity and pressure mains in the collection system. Incumbent is responsible for the operations and maintenance of the motorized heavy equipment, tanker trucks, flush trucks, camera trucks and performing routine maintenance on collection system equipment in the collection system.

**ESSENTIAL JOB FUNCTIONS:**

- Perform or assist in the performance of the installation, operation, maintenance, repair, replacement and cleaning of a wide variety of equipment used in conjunction with the Collection System.
- Collect information by reading dials, multimeters, gauges, charts and recorders, and record information by means of electronic and hand-written data entry.
- Troubleshoot, draw conclusions and take necessary actions for pump station's motors, valves, meters, compressors, generators, drive units, level control devices, lifting devices, bearings and seals, and other equipment.
- Perform installation, repair, maintenance and replacement of equipment and facilities, clean wet wells, grease traps, and trash traps. Operate flush or crane trucks associated with these tasks.
- Perform precision work; diagnose mechanical, electrical, electronic, hydraulic and pneumatic problems.
- Proficient use of welders, cutting torches, drills, saws, alignment tools and a variety of other hand tools.
- Maintain a safe and clean working environment and abide by all health and safety procedures, rules and regulations adopted by the Department.
- Operate motorized heavy equipment including, but not limited to, dump truck, track loaders, mini excavators, front end loaders, equipment used in transporting the above listed equipment, powered industrial truck (forklift), truck mounted crane, flush truck, camera truck and tanker truck.
- Operate sludge processing and disposal equipment, transport liquid and cake sludge to disposal sites from various wastewater treatment plants. Operate tanker trucks associated with these tasks.
- Perform installation, repair, maintenance and replacement of equipment and facilities, clean wet wells, grease traps, and trash traps. Operate flush or crane trucks associated with these tasks.
- Perform daily safety and maintenance checks of equipment and vehicles.
- Operate all heavy equipment in a safe and efficient way according to all relevant manufacture's recommendations, policies and procedures.
- Perform maintenance and repair facilities and grounds.
- Collect wastewater samples from various facilities as required and deliver samples as directed to the testing laboratory.
- Troubleshoot, draw conclusions and take corrective action for gravity and pressure main problems in the collection system.
- Respond to and resolving customer inquiries and complaints.

- Operate powered industrial truck (fork lift).
- Operate mounted crane truck.
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs other job related duties as assigned.

**JOB REQUIREMENTS:**

**Equipment:**

Ability to use the following equipment: vehicles, various hand and power tools, welding equipment, cutting torches, and wastewater sampling equipment.

**Critical Skills/Expertise:**

- Knowledge of Ohio and Federal environmental laws and regulations.
- Knowledge of County and Departmental policies and procedures.
- Knowledge of pump station and wastewater treatment plant operations.
- Knowledge of chemical testing procedures.
- Knowledge, ability and skills in mechanical, electrical, plumbing, carpentry, and construction installation and repair procedures.
- Knowledge of standard practices, methods, materials, tools and safety procedures relevant to the maintenance of the Collection System Equipment.
- Knowledge of System Control and Data Acquisition (SCADA) and the ability to troubleshoot.
- Knowledge of working with electricity as well as electrical safety and lock out procedures.
- Ability to read and interpret drawings, specifications and technical manuals for maintaining equipment.
- Ability to keep good records of daily activities.
- Ability to work alone, to cooperate with co-workers on group projects and to effectively deal with the public.
  - Ability to use basic mathematical calculations.
  - Ability to effectively monitor and coordinate maintenance activities.
  - Ability to understand oral and written communications.
  - Ability to perform precision work, diagnose mechanical, electrical, electronic, hydraulic and pneumatic problems.
  - Ability to maintain electronic files on computer for accurate work records.
  - Ability to produce handwritten communications, type on a computer or typewriter, operate fax machines, copiers, or other light office equipment.

- Ability to work in confined spaces, elevated areas, and work around industrial chemicals found The the Collection and Distribution System.

**DIFFICULTY OF WORK:**

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

**RESPONSIBILITY:**

Supervisor provides general direction in following established practices and policies. Errors are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct. In emergency or critical situations, this position must exercise independent judgment when interpreting general policies and procedures, in addition to resolving work problems relating to a variety of equipment at the pumping stations.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent has contact with co-workers and the general public.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

**Physical Requirements:**

Incumbent's work is identified as heavy work, requiring the lifting of up to one hundred (100) pounds occasionally.

**Physical Activity:**

Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving and repetitive motions.

**Visual Activity:**

Incumbent performs work where the seeing job is at or within arm's reach. Must be able to drive an automobile.

**Job Location:**

Incumbent works inside and outside with exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to hazards and atmospheric conditions. Incumbents may be required to use a respirator and air monitoring equipment.

**Hours of Work:**

The Collection System is 24 hours per day, 7 days per week operation. The position of Collection System Mechanic functions with limited supervision. In addition to normally assigned shifts, the Collection System Mechanic is required to respond when requested during non-scheduled hours.

- The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment contract and is subject to change as the needs of the department.

**POSITION REQUIREMENTS** High School education or equivalent is required. Must have a valid Ohio driver's license and one of the following: Ohio EPA License, O.I.T, I, or II in Collection, or Ohio EPA License, O.I.T, I, II, III or IV in Wastewater. Must possess and maintain a valid State of Ohio Class A commercial driver's license with airbrake and tank vehicle endorsements and maintain continuing eligibility under the existing County driver eligibility standards.

**FULL-TIME/PART-TIME** Full-Time

**SHIFT** Days

**UNION OR NON-UNION** Union

**CLASSIFIED OR UNCLASSIFIED** Classified

**WORKING HOURS** Monday - Friday / 7:30am to 4:00pm

**SALARY** Operator in Training: \$23.77/hr. ~ Operator I: \$26.27/hr. ~ Operator II: \$27.27/hr.

**POSITION** Collection System Operator

**CLOSE DATE**

**POST INTERNAL DAYS** 0

**NUMBER OF OPENINGS** 1

**EXEMPT /NON-EXEMPT** Non-Exempt

**REQ NUMBER** OPE-23-00004

**OPEN DATE** 12/13/2023

**LOCATION** Portage County Water Resources Department

**EOE STATEMENT** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

PLEASE APPLY AT THE FOLLOWING LINK.

[https://www.appone.com/MainInfoReq.asp?R\\_ID=5966802&B\\_ID=83&fid=1&Adid=0&sbgcolor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=5966802&B_ID=83&fid=1&Adid=0&sbgcolor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2)