

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION**

**COLLECTION SYSTEM OPERATOR II
WASTEWATER OPERATOR**

This is not an individualized job description for any particular employee. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

GENERAL DESCRIPTION

Under the direction of the Operations Supervisor, perform skilled labor in the maintenance, operation, repair and related service activities for the District collection system; and perform a variety of related duties as assigned.

EXAMPLES OF DUTIES

Maintain collection system lines and pump stations.

Participate in the operation of line locating and video inspection equipment.

Perform preventative maintenance on trucks and other related equipment.

Order supplies, materials, and equipment.

Read meters daily and record.

Understand and practice safe work practices and requirements, including chemical handling, confined space work, and construction of underground requirements of OSHA.

Maintain daily log on activity and give written report to the General Manager monthly.

Operate a variety of equipment including, but not limited to a jetter and video inspection equipment and flow meters.

Regularly monitor system through reading gauges, meters, and control panels.

Prepare and maintain data relating to District flows including, monthly flow reports, total District flow report, daily commercial water usage, casino/reservation flow meters and pump hours, reservation pump station daily inspection record.

Daily visual inspection of collection system.

Knowledge of computer operations including MS Word and Excel.

Mark for underground alerts and work with construction personnel.

Comply with District's employment policies as set forth in the Employee Handbook.

Work cooperatively with others and readily accept instructions and directions from a supervisor or the General Manager.

Maintain cordial working relationships with other District employees; work easily in a setting that may include distractions and noise.

ESSENTIAL FUNCTIONS

Understand and employ materials and equipment used in construction, general mechanical and electrical operations, maintenance and repair.

Understand and employ safe work practices.

Understand and employ basic report preparation techniques.

Promptly and effectively respond to various emergencies throughout the District's infrastructure.

Operate and maintain a variety of collection system/wastewater equipment.

Ability to operate the Chumash wastewater treatment plant when needed.

Read meters and gauges correctly and to act quickly and competently in response to readings.

Make routine adjustments and minor repairs to motors, pumps, and other equipment.

Ability to work in confined space.

Periodically wear breathing apparatus as required for confined space entry.

Read and interpret basic maps and as-builts.

Carry a cell phone while on standby duty, which is a 14-day 24 hour rotation.

Respond to a call-out within 30 minutes of the call, while on standby duty.

Personal schedule permitting work weekends, holidays, various shifts, as assigned.

WORKING CONDITIONS

Work in wastewater collection system, wastewater treatment plant environments; some exposure to wastewater, water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or control and reach with hands and arms. The employee frequently is required to stand, sit, walk, push, pull, kneel, stoop, bend, and squat. The employee must frequently lift and/or move up to 25 lbs and infrequently up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Each of these physical tasks is an essential function of the position.

LICENSE REQUIREMENTS

Must possess a valid California Class C driver's license, have a satisfactory driving record and be insurable by the District to operate District vehicles, and a Grade II Collection System certificate.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Equivalent to completion of the twelfth grade.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

July 1, 2012