



CITY OF MASSILLON WWTD JOB DESCRIPTION

Certified

10-15-2024

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Job Title: Chief Collection Operator
Department: Wastewater Treatment Department
Position Type: Full Time

Status: Classified
Reports to: Manager of WWTD

POSITION SUMMARY

Under general Supervision from WWTD, the Chief Collection Operator is responsible for the direction and completion of daily work assignment tasks and training of workers utilizing safety precautions and best practices for each task and/or on each piece of equipment. This position directs Collection system maintenance and performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE WWTD

Incumbent works under supervision of the Supervisor, Superintendent, and WWTD Manager, performing a variety of complex analytical, writing, presentation, and recordkeeping assignments. The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Implementing policies and procedures in compliance with all applicable State, Federal and Local rules, and regulations.
- Operates equipment utilized in the construction, maintenance and repair of sewer lines, sewer related structures (e.g. drives trucks, set-ups for sewer cleaning equipment such as sewer jet, rodding machine pumps, television and probing equipment).
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Assist in reviewing completed work orders and procedures pertaining to daily operation and maintenance of Collection sewer works as needed.
- Available "On-Call" during non-regular hours and for overtime emergencies.
- Overseeing policies, procedures, and forms related to the operations of the Collection system and safety for Collection operators and laborers.
- Conducts training and equipment changes needed to maintain Collections Operation and Maintenance.
- Maintaining necessary documentation, records, and permits.
- Performs other duties as assigned.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Maintains repairs and adjusts equipment (e.g. Combination units, gauges, meters, camera equipment, sump pumps, etc.); lubricates mechanical equipment as required; performs routine electrical, plumbing and mechanical repair work.

SUPERVISORY RESPONSIBILITIES

Collection Operator, Collection Operator I, Collection Operator II and Laborer

QUALIFICATIONS

To perform this job successfully, the selected candidate must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- High School diploma or GED, completion of secondary education supplemented by coursework in wastewater treatment.
- Must have 5 years of Collection system experience, including 2 years with a Class II Wastewater Collection System operator Certification from the State of Ohio.
- An advanced knowledge of sewer cleaning methods and sewer construction methods.
- Possess a valid Ohio driver's license
- Must have a state of Ohio Commercial Driver's license (CDL) with tanker endorsement.

Skills and Abilities

- Ability to work cooperatively and effectively with WWTD employees, regulators, consultants, contractors, insurance company representatives, and others.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.
- Ability to facilitate group discussions.
- Attention to detail.
- Ability to write clear, accurate, and organized plans and procedures.
- Ability to follow up on feedback to ensure positive outcomes.
- Ability to develop policies, programs and lesson plans based upon regulatory requirements and the specific needs of various divisions at the WWTD.
- Ability to plan, organize, and prioritize work to ensure that critical functions are completed on time and within budget.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and Adobe Acrobat.
- Has knowledge of hand tools and power tools used in industrial maintenance activities (wrench, hammer, screwdriver, tape measure, level, drill, impact gun, and mop/broom)
- Initiative, dependability, and the ability to operate independently.
- Ability to read measurements, record information, and interpret results.
- Advanced knowledge of wastewater equipment and methodology
- Advanced knowledge of sewer systems and facilities, safety practices and procedures, chemicals used in collection sewer process.
- Demonstrates physical fitness.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl, and taste or smell. The Chief Collection Operator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee works in the industrial environment of a wastewater treatment plant, wastewater collection system, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the wastewater treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Chief Collection Operator must be able to respond to a request to work on short notice.