



# CITY OF MASSILLON WWTD JOB DESCRIPTION

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

**Status: Classified**  
**Reports to: Manager of WWTD**  
**As of: April 8, 2026**

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## POSITION SUMMARY

Under general supervision from WWTD, Wastewater Collection Operator I is responsible for semi-skilled technical work of a demanding nature. Work involves operation, inspection, and maintenance on equipment and approved methods of sewer systems and other conduits of this nature. Waste Water Collection Operator I performs daily tasks associated with operation routines to ensure collection system compliance.

## ESSENTIAL DUTIES AND RESPONSIBILITIES FOR THE WWTD

Incumbent works under supervision of the Chief Collection Operator, 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.

- Participates in crew work of cleaning, dragging, inspecting, rodding, and repair of sanitary and storm sewer and other conduits related to the area of assignment.
- Operates equipment, such as; video monitoring cameras, monitors, grouting equipment, Combination trucks, and other machines and equipment as required and as necessary to normal duties.
- Assists in keeping records of all work performed, reports need for materials and equipment needed.
- 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.
- Performs manual task associated with the construction, maintenance and repair of sewer lines, sewer related structure. (e.g. loads and unloads materials, digs up manhole lids, breaks up pavement, sets up barricades)
- Performs any other work necessary pertaining to the collection system or Wastewater Treatment Facility.
- Available "On-Call" during non-regular scheduled hours and for overtime as needed.
- Other duties as assigned by management.

## SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities

## 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**

- Must have a valid Class I Wastewater Collection System Operator Certification.
- Must have 12 months of Collection system experience
- Possess a valid Ohio driver's license
- Must have a state of Ohio (CDL) Commercial Driver's License with tanker endorsement.
- Possess a High School Diploma or GED

## **SKILLS AND ABILITIES**

- Has basic knowledge of hand tools and power tools used in wastewater maintenance activities (wrench, hammer, screwdriver, tape measure, level, drill, impact gun, mop/broom).
- Demonstrates physical fitness.
- Utilizes computer to complete work assignments including data entry.
- Ability to work cooperatively and effectively with WWTD employees, regulators, consultants, contractors, and others.
- Ability to write clear, accurate, and organized plans and procedures.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and Adobe Acrobat.
- Ability to read measurements, record information, and interpret results.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.

## **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 Wastewater Collection Operator I 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 Wastewater Collection Operator I must be able to respond to a request to work on short notice.