

POSITION TITLE: WW COLLECTION EQUIPMENT OPERATOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER DIST/WW COLLECTION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

WW Collection Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for maintaining and repairing municipal sewers, installing new storm & sanitary lines and performing lift station maintenance.

JOB RESPONSIBILITIES

- Checks lift stations
- Maintains lift stations
- Flushes hydrants
- Maintains hydrants
- Thaws frozen waterlines
- Operates jet truck
- Operates TV truck
- Drives dump truck
- Uses hand tools
- Repairs blacktop and concrete
- Repairs manholes and catch basins
- Returns jobsite to original condition
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, stoop/kneel/crouch or crawl, reach with hands/arms and lift up to 50 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to use selected job-specific software and computer hardware</p> <p>Knowledge of shoring guidelines and procedures</p> <p>Ability to operate jet trucks, backhoes, dump trucks, television trucks, jack hammers, tapping machines, air monitors, concrete saws and flow meters</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p>	<p>Ability to develop original, unusual, successful approaches</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed outdoors in prevailing weather conditions, frequently in confined spaces around sewage; night, weekend & holiday work is common environment can be noisy.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; Class B Commercial Driver's License with Tanker Endorsement; one to three years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.