

**Tahoe - Douglas Utility District
Job Description**

Send Resume to: tdsd@frontier.com

Job Title: Sewer Collection I - II or OIT
Salary Grade: \$17.00 - open
Department: Sewer/Drainage Collection
Reports To: Administrator
FLSA Status: Nonexempt

SUMMARY

Operates and maintains the District's wastewater collection/drainage system by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Not necessarily in order of priority, include the following. Other duties may be assigned.

1. Provides excellent customer service to customers and business partners.
2. Performs daily and routine monitoring of facilities and equipment. Performs analysis: checks and adjusts valves, floats, gauges and other related equipment. Records daily work and metered flows.
3. Monitors, inspect, operate, repairs and maintains wastewater collection system, including sewer lines, wet wells, pump stations, machinery, controls, pumps, motors and generators. Performs minor electrical, carpentry. Painting and mechanical tasks. Also maintains outside grounds.
4. Assists and do a variety of construction projects.
5. Operates a variety of hand, power and pneumatic tools but not limited to, such as jackhammers, chain saws, pipe cutters, compressors and pipe cutters.
6. Operates sewer cleaning equipment, pump station equipment and SCADA (supervisory control and data acquisition).
7. Locates pipe and leaks using electronic detection equipment.
8. Troubleshoots complaints and evaluate emergency callouts.
9. Performs snow removal at all District facilities.
10. Fulfills "on call" requirements for a 7-day consecutive period, on a rotating basis.
11. Follows safety procedures and guidelines.
12. Completes paperwork as needed for cost reports, work logs, inventory logs, etc.
13. Assists with special projects and performs other duties as assigned from time to time.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assists with training of others as needed.
2. Fills in for or assists fellow employees as assigned.

SUPERVISORY RESPONSIBILITIES

Occasionally may be required to coordinate projects, emergency responses or work direction of Others.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and minimum- (1) one year experience or training in sewer collections, plumbing or related field. Collection Certification is desirable.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic arithmetic and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, with an acceptable driving record. A grade I or II sewer collection certification or the ability to obtain a Grade I collection system maintenance certification from Nevada Water Environment Association (NWEA) or any other state that is equivalent within two years from date of employment.

OTHER SKILLS OR ABILITIES

Ability to work in a self-directed work environment. Must be self-motivated and show a high degree of initiative. Must be available for and able to evaluate emergency callouts and to work overtime as required. Basic computer and supervision skills; good customer service skills; and ability to deal courteously and efficiently with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is frequently required to work in confined space and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places; risk of electrical shock; and explosives.