



Upper Thompson Sanitation District

Job Description

(Revised 5/17/2016)

Position Title: Collection System Operator/Trainee

Reports To: Lines Superintendent

Job Summary:

Under minimal supervision, performs a variety of skilled and semi-skilled tasks in the operation of the District's wastewater collection system and equipment. Normal work schedule is Monday through Friday 8:00 a.m. – 4:30 p.m.

Essential Job Duties and Responsibilities:

- Review general system operating conditions and reports to the supervisor.
- Assists in the maintenance and cleaning of all District vehicles and equipment.
- Performs utility locates.
- Completes work orders as requested by the Administration Department.
- Inspects both residential and commercial sewer line installations, ensuring the requirements and standards of District Rules and Regulations are met.
- Performs sewer service lateral taps on live District sewer mains.
- Enforces District easement rights to ensure adequate access to District system components.
- Performs all duties related to sewer main and manhole installations, rehabilitation, and point repairs; to include ditch work, heavy equipment operation, slope calculations, pipe laying, etc.
- Participates in development of District GIS Mapping program.
- Assists in operation of District sewer jetting and CCTV equipment.
- Assists in the review of submitted construction and as-built drawings for accuracy and conformance to District Rules and Regulations.
- Is available for rotational on-call duty. May require shift, weekend, and holiday work.
- Works after hours emergencies as required.
- Posts general notices and non-payment notices within the District as required.
- Responds to on-site requests and inquiries from customers and other agencies.
- Performs housekeeping and maintenance duties on all District grounds and buildings.
- Observes all safety and best management practices.
- Works in and around all aspects and conditions associated with domestic sanitary sewage.
- Attends regular safety meetings, seminars, and job related short schools as required.

Education and Experience:

- High School Diploma or equivalent required.

Knowledge, Skills and Abilities:

- Knowledge of process control practices in the operation of wastewater collection systems.
- Skilled in operation of various types of heavy equipment including backhoes, excavators, skid loaders, and dump trucks.
- Working knowledge of common hand tools, as well as specialized tools such as concrete saws, generators, pumps, jackhammers, etc.
- Ability to effectively read and speak the English language.
- Ability to follow written and verbal instructions.
- Capable of working independently and as a team member.
- Ability to deal courteously with co-workers, customers, and the general public.
- Basic knowledge in operation of Microsoft Word, Outlook, Excel, and other basic computer functions.
- Ability to learn efficient operation of specialized software packages utilized in District CCTV and GIS mapping programs.

Special Licenses or Certifications Required:

- Certification as a Class 1 Collection Operator by the State of Colorado within one year of employment.
- Must possess a valid State of Colorado Class B Commercial Driver's License, or the ability to obtain within six months of hire. Employee will be subject to random substance screening.

Physical Requirements:

- Ability to perform a variety of manual tasks involving physical strength and endurance.
- Ability to work at all hours in all weather conditions such as heat, cold, rain, snow, etc.
- Must be able to lift 50 lbs.
- Must be able to climb, stop, balance, kneel, reach, crawl, and perform other physical tasks for extended periods of time.

Residence Requirements:

- The employee must reside within a 30-minute response time of the District Administration office, at posted speed limits.
- Must possess adequate and reliable land-line or cellular telephone facilities, enabling the District's emergency telephone system or supervisor to contact the employee in the event of an emergency.

Upper Thompson Sanitation District (UTSD) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, creed, national origin, age, disability, sex, gender identity or gender expression, religion, political beliefs, marital status, familial or parental status, or sexual orientation in employment or in any program or activity conducted by the District.

This job description presents a general list of duties, skills, and qualifications associated with this position. It should not be interpreted as "all inclusive" and may not reflect all duties and skills performed within this position.