



POSITION DESCRIPTION

Position: Collections Operator

Reports To: Collections Superintendent

FLSA Status: Non-Exempt

Group/Department: Sewer Collections

Work Location: Reports to Indian Lake WWTP (Russells Point, OH)

Normal Work Days/Hours: 40 Hours/Week
Typically Monday – Friday 7:00 AM to 3:30 PM

Creation Date: 12/06/2012

Revision # 2

Revision Date: 3/1/2020

Position Summary:

The Collections Operator may be assigned to the Operation & Maintenance (O&M), Inflow & Infiltration (I&I), and Electrical & Controls (E&C) Crew Leader or work independently to perform daily activities based on assignments and priorities of the Collections Superintendent. This position is responsible for operating and maintaining District assets to ensure continuous service to District customers. This is attained by performing a variety of tasks that include basic electrical and control system troubleshooting and repair, installing, maintaining and repairing pump stations, jetting sewers to ensure maximum capacity, installing new and repairing or replacing damaged infrastructure, performing inspections and routine maintenance on District assets, performing inspections of sewer connections, marking location of District assets for OUPS locate requests and tap locate requests, administrative tasks related to billing and enforcement actions, responding to complaint calls and identifying the cause of the complaint.

A **Collections Operator Apprentice** is an entry level classification based on the lack of Ohio EPA licensing and relevant experience or is a result of unsatisfactory performance of a Collections Operator I.

A **Collections Operator I** can demonstrate competence with all requirements of the Collections Operator Position

Description, possesses a valid Ohio EPA Collections Operator Class I license and has a minimum of a “**Satisfactory**” performance evaluation for the previous evaluation period. At the discretion of the LCWPCD District Director, an “**Unsatisfactory**” performance rating may result in a demotion to a Collection Operator Apprentice compensation schedule until the next scheduled performance evaluation shows a return to a minimum of a satisfactory rating.

A **Collections Operator II** can demonstrate competence with all requirements of the Collections Operator Position Description, possesses a valid Ohio EPA Collections Operator Class II license **and** has been listed as an “Operator of Record” for the sewerage system by the District Director **and** has a minimum of a “**Satisfactory**” performance evaluation for the previous evaluation period. At the discretion of the LCWPCD District Director, an “**Unsatisfactory**” performance rating may result in a demotion to a Collection Operator I compensation schedule until the next scheduled performance evaluation shows a return to a minimum of a satisfactory rating.

Job Dimensions:

The Collections Operator is a highly skilled position that performs various tasks and assignments in support of proper operation & maintenance of the District’s sanitary sewer system, removal of inflow and infiltration from the sanitary sewer system, and assisting other District staff as needed.

Nature and Scope:

- Maintain, repair, and upgrade the infrastructure of Logan County WPCD facilities and assets
- Collect and analyze data and maintain accurate records.
- Perform confined space entry using proper methods and equipment following safety guidelines.
- Perform basic electrical, welding, carpentry, pipe fitting, mechanical repair, concrete work and other relevant tasks performed in similar skilled trades.
- Requisition parts and supplies; maintain records and prepare reports.
- Oversee and inspect work performed by outside vendors.
- Cross-train with other District staff.
- Operate a variety of hand and power tools such as air hammers, power masonry drills, threading machines, drills, power saws, grinders.
- Operate on and off road equipment such as pick-up trucks, sewer jet/vac trucks, dump trucks, crane trucks, tanker trucks, portable pumps/generators, excavation equipment and other similar equipment.

Essential Functions and Requirements:

- Adhere to District safety policies and procedures.
- Work in all weather conditions.
- Participate in the Call-Out rotation schedule and may be called-in outside of this schedule as needed to respond to emergencies.
- Must be able to report to Indian Lake WWTP within 1 hour of notification to respond to emergency call outs during On-Call rotation.
- Effectively identify and, within discretion provided by supervisor, address problems effectively without direct supervision.
- Communicate professionally and effectively with District staff, the public, consultants, contractors and vendors.
- Identify potential problems and possible solutions.
- Maintain complete and accurate records that are subject to inspection by regulatory agencies.
- Define problems, establish facts, and draw valid conclusions.
- Use initiative, discretion, and judgment within established procedures, guidelines and rules.
- Ability to lift, handle, carry, and maneuver objects of various sizes and shapes up to 75 lbs.
- Must be physically able to enter, exit and work in manholes and pump stations with an opening of approximately 24” in diameter.
- Ability to work with potentially hazardous chemicals and in potentially dangerous environments, such as

- confined spaces, in the presence of unknown hazards or diseases in the wastewater following safety guidelines.
- Ability to walk, kneel, bend, climb stairs/ladders, stand for extended periods of time, and remove/replace manhole covers.
- Demonstrate competence in identifying and addressing safety issues in accordance with District policies.
- Work responsibly and effectively as an individual and as part of a group with minimal supervision.
- Exhibit behavior that is a positive influence on co-workers.
- Perform tasks and complete assignments outside of routine duties.
- Maintain District equipment, facilities and infrastructure to ensure maximum service potential and promote a positive professional image.
- Must be able to read, interpret and apply information from District safety policies and procedures, Safety Data Sheets (SDS), Construction Drawings, Equipment User Manuals and the District’s Construction Standards, Engineering Standards and Sewer Use Rules & Regulations.
- Effectively use technology such as smart phones, PCs and various specialized software and equipment used by the District.
- Provides constructive input in a respectful and professional manner to proposed changes to District Policies and Procedures and once adopted champions those changes to promote success.

Qualifications:

- High school diploma or GED equivalent
- Must possess, or obtain within 18 months of hire, an Ohio EPA Class I Collection System Operators License
- Must possess, or obtain within 18 months of hire, a valid Ohio Class “A” Commercial Driver’s License with air brake and tanker endorsement.
- Clean driving record that is acceptable to the District’s insurance provider.

This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee’s supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action that could include demotion or termination.

 Brian Schultz,
 LCWPCD Director

 Date

 Date