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**JOB TITLE:** Collection System Operator Trainee  
**DEPARTMENT:** Collection System Operations  
**REPORTS TO:** Collection System Manager  
**FLSA STATUS:** Non-Exempt

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## SUMMARY OF POSITION

This is an entry level position in which the incumbent learns the skills required to perform work in the wastewater collection and reclaimed water distribution systems and their components. Work is performed under the direction of the Collection System Operations Manager, Collection System Lead Operator(s), and more senior Operators. This is a District safety-sensitive position in accordance with Arizona law and a DOT safety-sensitive position.

## ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:*

- Learns to assist in safe and skillful operation one or more of the following specialized equipment: vacuum tanker truck, cranes, combination sewer cleaner, CCTV inspection truck, or excavator for maintaining, inspecting, repairing, and constructing the wastewater collection and reclaimed water distribution systems and their components.
- Learns to operate machinery such as jackhammers, tampers, chainsaws, and concrete saws.
- Learns to perform construction and repairs on collection system and reclaimed water distribution lines, sewer lines, laterals, wet wells, manholes, valves, pumps, motors, and related wastewater equipment.
- Learns proper set up of traffic control in accordance with Maricopa County Department of Transportation (MCDOT) and local traffic laws.
- Learns proper set up and use of all safety equipment, such as trench shoring and confined space monitors, for a safe work environment protecting themselves and co-workers.
- Assists in the inspection of the collection system with the Districts CCTV inspection truck and push camera equipment.
- Assists in tasks related to the sewer system preventative maintenance such as, cleaning sewer lines, flushing trouble spots, inspecting for infiltration and inflow, etc.
- Learns and performs all duties as assigned with increasing independence, such as daily record keeping, sewer line cleaning, sewer inspections, utility locating, collection system and reclaimed water distribution construction as well as pump station maintenance and operations.
- Assists with maintenance and repairs of equipment and tools used in the position.
- Learns to perform general maintenance duties including minor fabrication, carpentry, repairs to streets and sidewalks, and painting of District facilities and equipment.
- May need to respond to emergency or abnormal facility situations outside of normal work shifts.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn and adhere to policies and procedures of the District.
- Knowledge of basic equipment and machinery mechanics.
- Ability to learn methods, techniques and materials used to install, maintain, and repair the District facilities, sewer collection system and reclaimed water distribution system.
- Ability to operate a variety of hand, power tools and related equipment, in addition to properly

caring for tools, materials, supplies and similar equipment.

- Ability to learn and practice all safety requirements such as confined space entry, trench and excavation safety.
- Ability to learn underground utility locating techniques and requirements for proper utility locating.
- Ability to become certified in NASSCO (National Association of Sewer Service Companies) Pipeline Certification and Assessment Program (PACP) and (Manhole Assessment Certification Program) MACP standards.
- Ability to understand and follow oral and written instructions in the English language.
- Learns to use exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional relationships and inspire team collaboration.
- Ability to complete required OSHA and other safety training classes.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs, such as Utilishpere and others related to the field of work.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Most work is performed in a field setting, with occasional work done in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to lift and move heavy objects short distances (30 pounds unassisted and up to 100 pounds assisted).
- Ability to support 50 pounds overhead.
- Ability to work in small, cramped spaces and comply with confined space entry procedures.
- Ability to climb ladders to enter or exit manholes, vaults, and wet wells.
- Ability to safely drive District vehicles and operate equipment such as fork trucks, front end loaders/backhoes and aerial lift equipment.
- Ability to use common hand tools and equipment for operation and maintenance tasks such as: hammers, power drills, screwdrivers, power saws, pressure washers, etc.
- Ability to wear protective equipment as required, such as a respirator, hard hats, safety-rated steel-toed boots, and retrieval harness.
- Ability to work with raw sewage and chemicals using safe practices including the proper and safe usage of all District equipment, proper usage of Personal Protective Equipment (PPE), and maintaining a safe personal and common workspace.
- Sufficient body flexibility, mobility, stamina, and balance to perform operation and maintenance tasks which require moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, climbing stairs and ladders, lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight, walking over uneven terrain.
- Visual and muscular dexterity to operate a motor vehicle, equipment, hand tools and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.
- Ability to wear respirator in accordance with OSHA requirements.

**REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE**

- High school diploma or GED equivalent.
- Must obtain a Grade 1 Wastewater Collections Operator Certification from the Arizona Department of Environmental Quality within 12 months of hire.
- Must possess or obtain an Arizona Class “B” Commercial Driver’s License with tanker endorsement within 12 months of hire.

**ADDITIONAL REQUIREMENTS**

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District’s Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver’s license with no major citations within the past 39 months prior to the start date is required.

**EQUAL OPPORTUNITY EMPLOYER**

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**DISCLAIMER**

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.