

COLLECTION SYSTEM LEAD OPERATOR

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for assisting the Collection System Operations Manager and Assistant Collection System Operations Manager in overseeing the operation, maintenance, inspection, repair, installation, and extension of the District's wastewater collection and reclaimed water distribution systems and their components. The incumbent is also responsible for the operation of the highly-specialized equipment used in the operation and maintenance of the system. The incumbent is guided by policies and assignments received from the Collection System Operations Manager or his assistant but is carried out with considerable independent judgment in accomplishing the work. This is a District and DOT safety-sensitive position.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Performs all duties of Collection System Operators I, II, III, and IV, but with greater degree of independence.
2. Oversees the activities of Collection System Operators I, II, III, and IV.
3. Assists in overseeing the work of others contracted to work on collection system components.
4. Prepares reports.
5. Prepares work orders.
6. Initiates requisitions for tools, materials, equipment, and services.
7. Assists in training Collection System Operators I, II, III, and IV.
8. Assists in the implementation of the collection system safety program.
9. Responds to emergency or abnormal facility situations outside of normal work shift.
10. May be required to be "on-call" and carry a District phone and/or laptop.
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
12. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.

2. Knowledge of methods and techniques of sewer repair, maintenance, and installation.
3. Knowledge of materials used in system repair and construction.
4. Knowledge of the hazards and applicable safety rules and precautions in equipment operation and construction safety.
5. Knowledge of blue stake requirements.
6. Knowledge of traffic laws, ordinances, and rules involved in equipment operation.
7. Skill in the use and care of tools and mechanical equipment.
8. Ability to interpret and work from blueprints and engineering sketches.
9. Ability to detect needed maintenance, repairs, and operational adjustments in equipment.
10. Ability to understand and follow oral and written instructions in the English language.
11. Ability to work in a variety of weather conditions with exposure to the elements.
12. Ability to work with raw sewage and chemicals using normal protective equipment.
13. Ability to work in small, cramped spaces and comply with confined space entry procedures.
14. Ability to lift and move heavy objects (100 lbs.) short distances (100 feet or less).
15. Ability to climb ladders to enter or exit manholes or vaults.
16. Ability to establish and maintain good working relations with other employees and the general public.
17. Ability to work independently.
18. Ability to plan and direct the work of subordinate employees.

REQUIRED TRAINING AND EXPERIENCE

This position requires graduation from high school or equivalent at least one years' experience at the Collection System Operator IV level, and one year's supervisory experience. Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ CDL with a good driving record.
3. Must possess a Grade 4 Arizona Department of Environmental Quality Wastewater Collection Certification.