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

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## SUMMARY OF POSITION

This position is responsible for assisting the Collection System Operations Manager in overseeing the operation, maintenance, inspection, repair, installation, and extension of the District's facilities, wastewater collection, 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 systems. The incumbent is guided by policies and assignments received from the Collection System Operations Manager but is carried out with considerable independent judgment and skill in accomplishing the work. 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:*

- Performs all duties of Collection System Operator, but with a greater degree of proficiency, oversight and responsibility.
- Safely and skillfully operates and supervises others in the use of specialized equipment including vacuum tanker truck, excavator, cranes, combination sewer cleaner, or CCTV inspection truck, or for maintaining, inspecting, repairing, and constructing the wastewater collection and reclaimed water distribution systems and its components.
- Oversees the activities of Collection System Operators and Trainees, including assessing performance and communicating observations with the Collection System Manager.
- Assists in training and development to Collection System Operators and Trainees, including technical advice and guidance.
- Assists in overseeing the work of others contracted to work on collection system and reclaimed water distribution components.
- Maintains thorough documents, reports, work orders, and information for all collection system and reclaimed water distribution activity.
- Prepares and generates reports and work orders.
- Prepares quotes and requisitions for tools, materials, equipment, and services in accordance with District Purchasing Policies.
- Performs proper set up of traffic control in accordance with Maricopa County Department of Transportation (MCDOT) and local traffic laws.
- Oversees and performs 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 Collection System Operations Manager in the implementation of the collection system operations department safety program.
- Utilizes and maintains various types of air monitoring equipment.
- May need to respond to emergency or abnormal facility situations outside of normal work shifts.
- Required to be on a scheduled on-call rotation and carry a District phone and/or laptop to respond to after-hours emergencies and call outs.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to adhere to policies and procedures of the District.
- Knowledge of methods, techniques and materials used to install, maintain, and repair the District facilities, sewer collection system, reclaimed water distribution system and their components.
- Advanced skills, specialized knowledge, and extensive expertise in operation and maintenance of the wastewater collection and reclaimed water distributions systems.
- Knowledge of the hazards and applicable District safety rules and precautions in equipment operation and construction safety.
- Knowledge of underground utility locating requirements for proper utility locating and calling in utility locate requests prior to excavation.
- Proficiency in NASSCO (National Association of Sewer Service Companies) Pipeline Certification and Assessment Program (PACP) and (Manhole Assessment Certification Program) MACP standards.
- Knowledge of Maricopa County and local traffic laws, ordinances, and rules involved in safe equipment operation.
- Advanced skills in the use and care of tools and mechanical equipment.
- Advanced skills in troubleshooting and repairing mechanical and electrical components within the collection system.
- Competent in pump station operations and maintenance as well as troubleshooting electrical and mechanical issues.
- Ability to interpret and work from blueprints and engineering sketches.
- Ability to plan, direct and supervise the work of subordinate employees.
- Ability to complete required OSHA and other safety training classes.
- Ability to understand and follow oral and written instructions in the English language.
- Proficient knowledge of software programs and applications including Microsoft Office products, Utilisphere, SCADA, and other identified applications related to the field.
- 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 variety of extreme weather conditions and exposure to the elements.
- Ability to work in small, cramped spaces and comply with confined space entry procedures.
- 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 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.
- Four years' experience as a Collection System Operator and demonstrated competency as a crew leader.
- Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.
- Must possess and maintain a Grade 4 Wastewater Collections Operator Certification from the Arizona Department of Environmental Quality.
- Must possess and maintain an Arizona Class "B" Commercial Driver's License with tanker endorsement.
- Preferred: One year of experience at the Collection System Operator IV level.
- Preferred: NASSCO PACP and MACP Certification

#### **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.