

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	COLLECTION SYSTEMS OPERATOR	<b>Grade Level:</b>	15
<b>CLASSIFICATION:</b>	Non-Exempt	<b>Dept:</b>	WUD
<b>CREATED:</b>	5/14/2021	<b>REV DATES:</b>	

<b><u>Job Description:</u></b>	Performs skilled tasks involving a variety of maintenance, construction, and repair activities within the Water Utilities Department (i.e., collection system, wastewater facility and the water treatment/distribution operations).
<b><u>Accountability:</u></b>	Reports to Collections System Foreman, Operations Foreman or as directed by Water Utilities Director.
<b><u>Equipment Used:</u></b>	Equipment includes, but not limited to: high pressure sewer jet, backhoe and/or rubber tired excavator, front-end loader, dump truck, air compressor, jack hammers, motor vehicles, chain saws, asphalt saw, mowers, cement mixer, snow blower, atmospheric testing equipment, confined space retrieval system, hand and power tools, etc.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>   30   </u> % <b>Outside:</b> <u>   70   </u> %

## Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> <li>1. Operate and maintain sewer jet, backhoe, loader, dump trucks, tractor/mower and other moderately complex construction equipment associated with maintenance, repair and construction of sewer and water utilities.</li> <li>2. Performs preventive and routine daily maintenance on equipment as required.</li> <li>3. Taps and installs new service connections and main line extensions.</li> <li>4. Preparation and paving of areas damaged by repair work.</li> <li>5. Perform masonry repairs to manholes: build inverts and casting adjustments for road paving projects.</li> <li>6. Maintenance of sewer &amp; water easements.</li> <li>7. Responds to complaints regarding sewer calls; i.e., slow draining or plugged lines. Corrects problem following established procedures</li> <li>8. Assist in the operations &amp; maintenance of the wastewater treatment facility.</li> <li>9. Knowledge of the maintenance requirements, work hazards, safety practices, and traffic laws relating to heavy equipment operation.</li> <li>10. Thorough working knowledge of the methods, materials, and techniques used in the installation, maintenance and repair of wastewater collection systems.</li> <li>11. Ability to operate transit and level to determine slope of line, with the ability to take complete and accurate fieldnotes.</li> <li>12. Ability to read and understand blueprints, drawings, and plans of the facilities</li> <li>13. Familiar with the town's safety policy and executes safe work procedures associated with assigned work.</li> </ol>
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	<p>14. Responsible for maintaining a congenial working relationship with staff; conduct will be as professional as possible.</p> <p>15. Maintains a 24-hour/day, 7-day/week availability in order to meet emergency situations as they may arise.</p> <p>16. Ability to respond to emergencies within 45 minutes of notification.</p> <p>17. Performs other duties as assigned.</p>
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**Physical Activity Requirements:**  
Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
LIFT up to 10 lbs.:	X				
LIFT 11 to 25 lbs.:	X				
LIFT 26 to 50 lbs.:	X				
LIFT over 50 lbs.:	X				
CARRY up to 10 lbs.:	X				
CARRY 11 to 25 lbs.:	X				
CARRY 26 to 50 lbs.:	X				
CARRY over 50 lbs.:		X			
REACH above shoulder height:		X			
REACH at shoulder height:	X				
REACH below shoulder height:	X				
PUSH/PULL:	X				
<u>HAND MANIPULATION</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
Grasping:	X				
Handling:	X				
Torquing:		X			
Fingering:	X				
Controls and Equipment:	X				

**Controls & Equipment**

- Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>
Twisting	X				
Bending:	X				
Crawling:		X			
Squatting:	X				
Kneeling:		X			
Crouching:		X			
Climbing:		X			
Balancing:		X			

**WORK SURFACE(S)**

Equipment and vehicle cabs, rough, wet, slippery grating surfaces, steel catwalks, utility vehicles; wet asphalt surfaces.

**DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit																
Stand																
Walk																

## Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary for performing essential functions of position; warning light recognition.
Tasting & Smelling:	Smelling necessary to detect smoke, fumes and leaks. Tasting not required.

## Specific Vocational Preparation Requirement(s):

	Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
	91-180 days	181 days to 1 year	1 to 2 years
<b>X</b>	2 to 4 years	4 to 10 years	Over 10 years
<b>Required:</b>	<ul style="list-style-type: none"> <li>• Must be 18 years of age. Completion of high school or its equivalent.</li> <li>• CDL B with airbrakes required</li> </ul>		
<b>Experience</b>	Experience in the operation and maintenance of heavy construction equipment and pipe installation.		
<b>Supervisory experience:</b>	n/a		
<b>Licensure/Certification Requirements:</b>	Grade I Collection System certification, or ability to obtain same within specified time period.		
<b>Other Training, and/or related Skills</b>	Must possess a general working knowledge of methods, materials, and procedures used in municipal type maintenance and construction related tasks. Must possess sufficient strength, coordination and alertness to permit safe and efficient performance in the job.		

## Summary of Occupational Exposures:

<p><b>Summary of Occupational Exposures:</b></p> <p>Exposure includes but is not limited to traffic; acids and bases; compost (dust &amp; fungus); cleaning compounds; confined spaces; electrical shock; elevated noise levels; hydrogen sulfide; polymer; potassium permanganate; raw sewage; septage; screenings; sodium hydroxide; biosolids; ultraviolet light; zinc orthophosphate; fuels; fluids; herbicides; pesticides. May be exposed to long periods of sunlight, poisonous plants, and various insects (to include bees). Normal office equipment to include computer terminal; copy machine; fax machine, etc.</p>
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## Other Considerations and Requirements:

<p><b>Other Considerations and Requirements:</b></p> <ul style="list-style-type: none"> <li>✓ Must be able to perform strenuous physical labor under varying and adverse weather conditions.</li> <li>✓ Must be able to understand and follow oral and written instructions.</li> <li>✓ Must be able to execute safe work procedures associated with assigned work.</li> <li>✓ Must be able to follow established safety rules and procedures.</li> <li>✓ Must be dependable, responsible and conscientious.</li> <li>✓ Must be able to work with minimal supervision.</li> <li>✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town</li> </ul>
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departments.

- ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
- ✓ May require after hours work and/or the ability to meet emergency situations as they may arise. Ability to respond to emergencies within a 45 minute window.
- ✓ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.**

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**Signature**

**Date**

This job description was reviewed and approved by Commissioners and HR on	5/14/2021
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