



JOB DESCRIPTION

JOB TITLE: Equipment Operator Non-Exempt

REPORTS TO: Wastewater Superintendent

PRINCIPLE PURPOSE OF JOB: As a crew member or individually, applies knowledge of equipment and facilities to operate equipment and perform regular and non-routine tasks for maintenance, repair, and installation.

LEVEL OF AUTHORITY: Receives close to moderate supervision, depending on experience and complexity of tasks. Expected to perform routine assignments independently following standard practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All of the following are to be performed while adhering to Utility Commission operational policies, safety rules, and procedures.

TV Sewer:

1. Utilize TV to detect infiltration, locate taps, and inspect conditions of lines.
2. Record information on DVD, hard drive, and hard copy for later reference.

Main Line Taps:

1. Install saddle and tap main line.
2. Measure and map location of tap.

Locate Requests:

1. Perform locate requests as required by CALL BEFORE YOU DIG.

Record Keeping:

1. Document and record sewer backups in a logbook.
2. Report patterns of trouble spots.
3. File information for access to history.
4. Update maps of main lines yearly.

Miscellaneous:

1. Operate equipment in the installation of underground utilities.
2. Provide assistance to other wastewater personnel as needed.
3. Maintain public relations; assure public and worker safety during maintenance and construction activities.
4. Attend weekly safety meetings.
5. Other duties may be assigned.

This is a representative sample – not to imply a complete listing of responsibilities and tasks.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any department as required or assigned.

QUALIFICATIONS

Technical

1. Must provide a valid Georgia drivers license.
2. Must possess or obtain a commercial driver license (CDL) to operate appropriate vehicles and equipment.
3. Must have high school diploma or equivalent
4. Must be trained in confined space procedures.
5. Must obtain DOT Flagger Certification.
6. Must have own transportation to and from work.
7. Must have hepatitis series shots. (3- shot series)
8. Must possess and maintain a valid Georgia driver's license.
9. Possess demonstrable skills and be a team player.
10. Possess the ability to interface with customers and internal personnel.
11. Operator class is based on knowledge/skill level.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to smell.

The physical requirements of the job require the ability to lift 50 pounds and, on those occasions, where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and / or humid conditions, blood borne pathogens, fumes or airborne particles, pathogenic substances, and toxic or caustic chemicals. The employee occasionally works in precarious places and is exposed to extreme heat, risk of electrical shock, and vibration. The employee may work in confined spaces. The noise level in the work environment is usually very loud.

Tools and Equipment Used

Motor vehicles, water truck, dump trucks, bobcat, front-end loader/backhoe, light / heavy duty service trucks, weed-eaters, lawnmowers, tap/cut off saws, pipe locators, TV equipment, vacuum truck, brooms, shovels, pumps, generators, common hand tools and power tools, wrenches, detection devices, radios, and any

equipment related to the wastewater field to accomplish the job required. This includes loading and transporting equipment to job site using truck and trailer as required.

Other

1. As an absolute condition of employment, employees are required take pre-employment drug screening.
2. The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all- inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to absences or relief, to equalize peak workload periods or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the Utility Commission. Satisfactory clearance to perform essential job functions will be required for employment.