

HARDIN COUNTY WATER DISTRICT No. 1

Job Description

TITLE OF POSITION: Wastewater Collection System Operator – Class I (Non-Exempt, Hourly with Overtime – Pay Grade NE 11)

DEPARTMENT: Ft. Knox Wastewater Collections

REPORTS TO: Ft. Knox Wastewater System Supervisor

SUPERVISES: No supervisory responsibilities

REVISED: June 2024

BASIC POSITION DESCRIPTION:

This position will work with a team and is responsible for maintenance of the Wastewater Collections System and Storm Water System.

ESSENTIAL POSITION FUNCTIONS:

Performs semi-skilled tasks in the construction, maintenance, and repair of sanitary sewer mains, sewer lift stations, service laterals, collection lines, and related street and repair work. Work must be in compliance with Federal, State, and District standards. This individual must drive a District vehicle and must operate some small construction equipment; maintain tools and equipment and perform general maintenance. Repair and install sewer main and lateral lines; install cleanouts; repair and install lift station pumps/motors. Performs basic computer related tasks, such as the entry of work orders, sending emails, data base entry and navigating GIS Mapping System. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Required to work unsupervised at times and perform assigned and non-assigned tasks and duties. Knowledge of the materials, equipment and practices used in sanitary sewer pipe line construction, operation of sewer lift stations and maintenance of assets.

MENTAL AND PHYSICAL REQUIREMENTS

Must fulfill on-call duties and may be required to work overtime. This job description does not necessarily include all duties assigned. Must lift pipe and materials up to 50 lbs., climb up and down ladders, and in and out of manholes and pump stations as required. Must monitor audible and visual alarms and communication devices. Must operate power equipment and tools as related to maintenance or repair/replacement of sanitary sewer lines. Frequent standing, sitting, stooping, walking and working in confined spaces required.

WORKING ENVIRONMENT AND CONDITIONS

Work is mostly outdoors and includes exposure to all weather conditions; Work environment involves moderate to severe health and safety risks so incumbent must learn safety procedures and personal protection methods and practices. This position requires access to Ft. Knox military installation and must be approved for any required security clearance for persons working on post. If this approval cannot be obtained for any reasons, HCWD1 may terminate employment.

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent required. It is desired that employee obtain a Collections Operator License Class I within 24 months of hire date. Must obtain CDL License. One (1) year experience in outdoor construction work and/or previous experience with the layout of sanitary sewer lines, including the location of manholes and appurtenances is preferred. Valid driver's license required.

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Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date

Supervisor's Signature Date