

RICHARDSON BAY SANITARY DISTRICT JOB DESCRIPTIONS

COLLECTION SYSTEM OPERATOR

Under general supervision:

Plan, direct, coordinate, manage and evaluate the activities of the Maintenance Contractor

Oversee the operations, preventative maintenance, repair and rehabilitation of the wastewater collection system, pump stations, and related structures.

Develop and oversee the preventative maintenance programs for all equipment and machinery.

Monitor operations and maintenance procedures

Investigate complaints and recommend corrective action

Inspect the work crews and serve as technical advisor to department personnel on difficult or unusual problems

Direct emergency repairs as required

Review and prioritize the daily work assignments

Assist in the development and administration of the fiscal affairs of the departments, including but not limited to: identify personnel and capital equipment requirement needs; anticipates additional funding requirements for equipment, materials and supplies

Maintain records of work accomplished

Physical and Leadership Requirements

Sitting, Standing, Walking

Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb

Lifting up to 50 pounds

Both large and fine hand movements

Be able to distinguish color

Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials.

Plan, organize, manage and coordinate the work activities of a group of skilled and unskilled workers.

Communicate clearly and concisely, orally and in writing.

Review the economic feasibility of various operational alternatives and their effectiveness to the overall District objectives.

Learn and observe all appropriate safety precautions as required by the District.

Establish and maintain cooperative relationships with those contacted in the course of work.

Analyze operations, maintenance and repair problems; and develop sound and effective solutions and course of action.

Develop a cohesive and positive team environment within work crews.

Respond to emergencies on an on-call basis, as needed.

Other requirements as necessary or directed.