

Collections Operator-in-Training

OMI Grade 2

Non-exempt

Reports to: Collections Supervisor
Project Manager
Project Director

Supervises: None

General Statement

Performs a variety of tasks in the operation and maintenance of the collection system on an assigned shift. An NJDEP C1 Operators License will need to be obtained within the first two years of employment with CH2M HILL.

Essential Duties and Responsibilities

- Assists Collections Operator in the use of sewer cleaning, clearing and rodding equipment and all repairs to collection systems
- Assists Collections Operator in the cleaning of bar screen facilities located throughout the collection system
- Assists in performing weekly preventive maintenance on all equipment as needed
- Learns and gains skills in a variety of equipment and tools used in maintaining the collection system
- Understands and carries out oral and written directions
- Assists in keeping maintenance records using a CMMS system, develop computer spreadsheets, and use Word and Excel
- Ability to read and interpret sewer maps, construction plans, prints, specifications and Operations and Maintenance Manuals
- Ability to diagnose simple wastewater collection system problems
- Establishes and maintains cooperative relationships with those contacted during the course of work
- Performs other duties as required
- Performs Job Hazard Analysis

Basic Qualifications

- High School diploma or GED
- Possess valid Class B Commercial Driver’s License

Preferred Qualifications

- Knowledge of collection system and tools, equipment, materials used to maintain and repair system
- Knowledge or previous experience in water or wastewater treatment, operations, or collections
- Has applicable OSHA training including but not limited to Confined Space Entry and Lockout/Tag out procedures
- Has obtained the NJDEP C1 Operators License

Working Conditions & Physical Requirements

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment and piping, have vision sufficient to maintain collection system, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height, climb and work off of a ladder or scaffold and climb into and out of vehicles having high ground clearance, carry a 50 pound tool box up a flight of stairs, use arms and back to tighten and loosen nuts and bolts; work in confined spaces and wear and use appropriate safety equipment.

I have read and understand my job description.

Employee Signature

Date