

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Distribution/Collection Operator Trainee

Dept/Div: Utilities / Distribution/Collection

Supervisor: Distribution/Collection Superintendent

Supervises: None

Grade: 19

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the construction, maintenance and cleanliness of the water distribution and wastewater collection systems; assists other Divisions and Departments as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with construction and maintenance of water distribution and wastewater collection systems.
2. Locates water and wastewater lines.
3. Makes water and sewer taps.
4. Inspects and locates leaks in lines.
5. Installs and maintains hydrants.
6. Operates equipment, vehicles and tools assigned to Division after obtaining appropriate licenses, certification, and training.
7. Installs/builds manholes; cleans wastewater lines as required.
8. Pours concrete, blacktop, etc.
9. Assists with keeping all equipment in working order. Performs servicing and assists with preventive maintenance programs on equipment.
10. Cleans vehicles, equipment and tools after use.
11. Assists other Divisions and Departments as requested.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent. No work experience requirements; however, must be able to follow oral and written instructions.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, equipment, materials, methods and techniques used in construction, maintenance and cleanliness of water distribution and wastewater collection systems.
2. Knowledge of, or ability to learn, the functions, servicing and maintenance requirements of mechanical equipment and machinery assigned to Division.
3. Knowledge of, or ability to learn, the geography of the service area.
4. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety standards.
5. Knowledge of, or ability to learn, welding, pipe fitting, carpentry, concrete, etc.
6. Knowledge of traffic laws.

Abilities:

1. Ability to operate motorized equipment.
2. Ability to assist with maintenance (or preventive maintenance) and servicing program.
3. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc.
4. Ability to detect mechanical problems and make minor repairs.
5. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Demands of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; must operate vehicle and equipment; required to be in high places; uses stairs and ladders; works in outside weather condition; regularly works near moving mechanical parts, uses cutting tools, and is frequently exposed to wet and/or humid conditions; works in trenches in excess of 4 feet; occasionally exposed to vibration, noise, fumes or airborne particles, toxic or caustic chemicals, raw sewage, and electrical currents. To mitigate these hazards, the employee will perform work safely in accordance with departmental safety procedures utilizing appropriate personal protective equipment and operates equipment safely. Reports any unsafe work conditions or practice to supervisor.

Tools and/or Equipment Used: Vehicles, backhoe, trencher, welder, tapping machine, jack hammer, line locator, air compressor, sewer machines, hand tools, wrenches, weed-eater, chain saw, etc.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess valid commercial drivers license issued by the Commonwealth of Kentucky, or must obtain CDL within one year after appointment to the position; must maintain license throughout employment in the class.

Certification Requirements: Must obtain appropriate Water Distribution certification issued by the Commonwealth of Kentucky within eighteen months after meeting experience requirements.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. After obtaining commercial drivers license, must participate in the City's drug and alcohol testing program in order to maintain the commercial driver's license.

Overtime Provision: Non-exempt.

Adopted 7-23-2018