

**CLASS TITLE: WATER/WASTEWATER WORKS OPERATOR IV**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision acts as a working lead person directing and assisting a crew safely performing a variety of unskilled, semiskilled and skilled tasks while engaged in hazardous, heavy construction and/or major repair or maintenance activities involving City services or facilities and other related assigned duties.

**ESSENTIAL TASKS (All Departments/Divisions):**

- Performs lead work such as planning activities according to priority, problem solving and decision making
- Leads a crew performing a variety of tasks involving condition assessment, maintenance and repair of City water infrastructure including water/sewer lines, valves, service, meters, and/or fire hydrant repair/replacement, and job site restoration
- Operates, maintains, instructs others and directs the use of various types of hand and power equipment
- Completes and maintains all required records/data for each project, identifying required personnel, equipment and materials used
- Develops and maintains worksite safety
- Serves as liaison with internal and external stakeholders/customers/city officials
- May trim or remove trees on City right-of-way
- Performs on-the-job training and assists with the evaluation of a subordinate crew
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**In addition to the above tasks, the following essential tasks may be required by the individual divisions:**

Sewer Operations and Maintenance

- Installs, maintains, inspects, rehabilitates, and replaces sanitary sewer pipe and structures
- Operates and maintains small diameter CCTV equipment to pinpoint defect location and minimize customer impact
- Sets up, operates, and maintains bypass pumping and dewatering equipment to prevent disruption of sewer service during the sanitary sewer repair process
- Performs skilled masonry/concrete work in the construction and repair of sanitary sewer infrastructure

Water Distribution

- Provides emergency/non-emergency activities related to maintaining the water infrastructure
- Performs chlorination/de-chlorination on new water lines utilizing hazardous chemicals to complete the projects
- Performs flushing on dead end water lines and repair of associated flushing stations
- Performs installation, testing and inspection of large water meters
- Operates specialized equipment to identify non-surfacing and surfacing leaks in the water distribution system

Water Supply

- Works from barges or boats in lakes and reservoirs to perform treatment and maintenance tasks
- Operates various medium to heavy equipment including trackhoes, backhoes, loaders, and/or boom trucks
- Mow/trims, repairs, and maintains City rights-of-way
- Repairs and maintains access roads and fences

**Proficiency Increases:**

1<sup>st</sup> Proficiency (All Divisions); Employee will be eligible for a one step increase upon completion of:

- Three (3) months experience as a Water/Wastewater Works Operator IV, and;
- Upon successful completion of a Customer Service Training class approved by Management; and
- Upon successful completion of an OSHA 30 Safety Training class; and
- Receives a “Proficient” or above rating on most current performance evaluation

2<sup>nd</sup> Proficiency (All Divisions); Employee will be eligible for a second one step increase upon completion of:

- Six (6) months experience as a Water/Wastewater Works Operator IV; and
- Receives a “Proficient” or above rating on most current performance evaluation; and

SOM 2<sup>nd</sup> Proficiency

- Dewatering training and Vitrified Clay Pipe (VCP) Installation Certification
- Progression Program Core Curriculum Course (Communications or Human Relation Skills) approved by management
- Vactor Certification or Hydro Excavation Certification or OSU Aggregate Training as approved by management

Water Distribution 2<sup>nd</sup> Proficiency

- Hach Water Quality Training including directional flushing
- Hydro Excavation Certification or OSU Aggregate Training as approved by management
- Progression Program Core Curriculum Course (Communications or Human Relation Skills) approved by the Supervisor

Water Supply 2<sup>nd</sup> Proficiency

- General Welding Certification
- Hach Water Quality Training including directional flushing
- Progression Program Core Curriculum Course (Communications or Human Relation Skills) approved by the Supervisor

3<sup>rd</sup> Proficiency. (All Divisions); Employee will be eligible for a third one step increase upon completion of:

- Nine (9) months experience as a Water/Wastewater Works Operator IV; and
- Receives a “Proficient” or above rating on most current performance evaluation; and

SOM 3<sup>rd</sup> Proficiency

- Vactor Certification or Hydro Excavation Certification or OSU Aggregate Training as approved by management
- Manhole Assessment and Certification Program (MACP) and Pipeline Assessment and Certification Program (PACP) Training Assessment

Water Distribution 3<sup>rd</sup> Proficiency

- Hydro Excavation Certification or OSU Aggregate Training as approved by management
- MACP Training Assessment

Water Supply 3<sup>rd</sup> Proficiency

- MACP Training Assessment
- Hydro Excavation Certification or OSU Aggregate Training as approved by management

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of progressively responsible experience, including semiskilled and skilled work in the major repair or heavy construction field or in water/wastewater infrastructure maintenance with some lead work responsibility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of manual work practices, methods, tools, materials and equipment of varied semiskilled major repair and heavy construction work; considerable knowledge of City policies OSHA and other governmental rules and regulations relating to the hazards and safety precautions of the work; and prefer demonstrated knowledge in Oklahoma Department of Environmental Quality regulations and requirements of Department of Transportation in some positions. Ability to use and instruct others in the use of hand and mechanical tools and equipment; ability to operate and instruct others in the operation of automotive and other types of power equipment; ability to climb 175 foot water storage tanks; ability to maintain daily records, ability to perform basic math calculations, ability to read and interpret plans, specifications and water, sanitary and storm sewer atlases; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds; frequent pushing up to 50 pounds; occasional lifts/carries up to 105 pounds; occasional pushing up to 60 pounds; frequent pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, climbing, smelling and twisting; occasional crawling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) within six (6) months of hire date with applicable endorsements; some positions within this classification may require a valid Class "D" Water/Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) be obtained within twelve (12) months of hire date; Heavy Haul Permit Training and 60 hours in Large Equipment (see Water/Wastewater Works Operator III-Infrastructure for additional details) must be completed within fifteen (15) months of hire in some positions if not completed previously; some positions within this classification may also require Confined Space Entry Certification and/or Certification on Self Contained Breathing Apparatus (S.C.B.A.) be obtained within six (6) months of hire date;

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and occasionally indoors and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/fiber optic lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas and refuse/garbage/litter. Required to work overtime and be subject to call back and/or 24-hour standby.

**Class Code: 7546**  
**EEO Code: N-07**  
**Pay Grade: LT-17**

**Group: Labor and Trades**  
**Series: Unskilled and Semiskilled Labor**

**Effective date: November 20, 2019**