



# CLASS TITLE | WATER/WASTEWATER WORKS OPERATOR III -- INFRASTRUCTURE

PAY GRADE: LT-16| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 8553

Effective Date : 10/19/2022

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, performs operation of heavy and complex motorized equipment while working as a member of a crew engaged in a hazardous, heavy construction and/or major repair or maintenance activities for water and sanitary sewer infrastructure and other related assigned duties.

## ESSENTIAL TASKS

- Operates various pieces of heavy equipment including backhoes, trackhoes, loaders, and tractor trailer rigs
- Operates a variety of small equipment
- Acts as the Water/Wastewater Operator IV in their absence
- Performs skilled maintenance and minor repairs on excavation and specialized water and sewer equipment
- Trains, instructs, and directs others in the use of various heavy equipment
- Administers OKIE 811 guidelines for safely excavating around utilities
- Performs proper excavation and backfill/compaction in accordance with OSHA trenching & shoring regulations and City construction standards.
- Performs 24/7, 365 days a year emergency response and non-emergency work on the City of Tulsa's water and sanitary sewer infrastructure.
- 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.**

## QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,  
(b) Three (3) years of progressively responsible experience; **including**,  
(c) Semiskilled and skilled work in the major repair or heavy construction field with some lead work responsibility **or** one (1) year as a Water/Wastewater Operator II

## Proficiency Increases

### Water/Wastewater Works Operator III (A)

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

- Upon completion of three (3) months as a Water/Wastewater Works Operator III
- If they receive a "Proficient" or above rating on most recent Employee Proficiency Form
- Lifting and Rigging Certification, if not previously completed, or 0.50 credit from the Internal Training Development Catalogue, not previously submitted, as approved by management
- Upon completing Driving Improvement School Re-certification
- Customer Service Training
- OKIE 811 (Golden Shovel Certification) , if not previously completed, or 0.25 credit from the Internal Training Development Catalogue, not previously submitted, as approved by management

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

- Upon completing six (6) months as a Water/Wastewater Works Operator III
- If they receive a "Proficient" or above rating on most recent Employee Proficiency Form



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- Upon completing Leadership Training
- Upon completing Large Trackhoe and Dozer Training & Assessment (will go toward hours in equipment needed for B proficiency – at least 40 hours)

SOM 2<sup>nd</sup> Proficiency; Employee will be eligible for a one step increase:

- Upon completing Crane Training (8-hour certification)

Employees in SOM & Water Distribution may apply for promotion to Water/Wastewater Operator IV after completion of 2<sup>nd</sup> Proficiency or may work toward B Proficiency. There is no B Proficiency for Water Supply Water/Wastewater Works Operator III.

### Water/Wastewater Works Operator III (B)

Employee will be eligible for a one step increase upon completion of Water/Wastewater Works Operator III (A)

SOM & Water Distribution 1<sup>st</sup> Proficiency; Employee will be eligible for a one step increase:

- Upon completing twelve (12) months as a Water/Wastewater Works Operator III-Infrastructure
- If they receive a "Proficient" or above rating on most recent Employee Proficiency Form
- Upon obtaining Class 'A' CDL with 'N' Endorsement (Unrestricted)

SOM & Water Distribution 2<sup>nd</sup> Proficiency; Employee will be eligible for a one step increase:

- Upon completing three (3) months as a Water/Wastewater Works Operator III-Infrastructure (B)
- If they receive a "Proficient" or above rating on Employee Proficiency Form
- Upon completing Heavy Haul Permit Training
- Upon completing 60 hours in Large Equipment (Includes the pull truck, dozer, medium trackhoe, and large trackhoe and is in addition to the 40 hours received in previous proficiency for a total of 100 hours)

### Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of manual work practices, methods, tools, materials and equipment of varied semiskilled major repair and heavy construction work
- Considerable knowledge of the City policies and governmental rules and regulations relating to the hazards and safety precautions of the work
- *Prefer demonstrated knowledge in Oklahoma Department of Environmental Quality regulations and requirements of Oklahoma Department of Transportation*

Ability to:

- Ability to use and instruct others in the use of hand and mechanical tools and equipment
- Ability to operate, read, interpret, and instruct others utilizing operation and equipment manuals
- 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
- 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



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**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) with applicable endorsements within six (6) months of hire
- Positions within this classification require a valid Class "D" Water/Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within six (6) months of hire
- Positions in this classification also require Confined Space Entry and Trenching & Shoring Certification within six (6) months of hire
- Possession of Certification on Self Contained Breathing Apparatus (S.C.B.A.) within six (6) months of hire (some positions)

**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.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Unskilled and Semiskilled Labor**