

COLLECTION OPERATOR 1.5

Work location: Maintenance Dept.

Rate of pay: \$25.09/hour*

Hours of work: 6:30 a.m. – 3:00 p.m. Monday-Friday**

Requirements: See job description

*Eligible for the following incentives (add-on):

- PA CDL, Class B - .50¢/hour
- PA Wastewater Systems Operator Certificate, Class E, Subclass 4 - .25¢/hour

**Requires participation on schedule for rotation of on-call duty

If you are interested in applying for this position, please read the following:

- To be considered for employment, an “Application for Employment” will be required to be completed. Applications may be rejected if information is incomplete or inaccurate.
- Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
- Completed applications should be returned to the attention of the Human Resources Manager at the Administration Office located at 130 Centerville Rd., Lancaster, PA 17603. Applicants who are selected for consideration of employment will be required to sign consent forms that provide LASA with the ability to send the applicant for a post-offer physical exam and drug test. All new hires will be required to successfully pass the physical exam and drug test as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER

Lancaster Area Sewer Authority complies with all federal, state and local laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age (over 40), disability, marital status, ancestry, status as a covered veteran, or any other legally protected characteristic.

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Position Title: COLLECTION OPERATOR 1.5

Location: Maintenance Department

FLSA Status: Non-exempt

Pay Grade: Hourly/Union

Reports to: Maintenance Supervisor of Collection Operations

Supervises:

GENERAL SUMMARY: Under general direction, operate all televising equipment under the direct supervision of a Collection Operator 2 or 3; operate sewer cleaning equipment and grouting equipment; maintain records of lines and manholes that have been televised and repaired; drive truck; locate and mark sewer lines; inspect grease traps; read water meters; perform general repair and maintenance of televising equipment; assist in installing LASA meters and gauges; calibrate gas meters; assist with GIS data management; perform maintenance and repairs on grinder pump systems; perform basic vehicle and equipment maintenance; perform duties of Laborer when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate and maintain all televising equipment, including recordkeeping and locating problems, under the direct supervision of a Collection Operator 2 or 3; operate and maintain all sewer cleaning units.
2. Perform repair of sewer lines and manholes through use of grouting materials and equipment; recommend repairs that should be done.
3. Perform maintenance on grouting equipment.
4. Assist in programming, calibrating, installing, and maintaining permanent and portable meters.
5. Assist in downloading data from permanent and portable meters; create reports and interpret data for the purpose of identifying areas that need additional study or maintenance.
6. Maintain gas detection meters; interpret data for use in Inflow & Infiltration and maintenance work.
7. Enter collection system inspection and maintenance data into GIS database; interpret GIS data for use in Inflow & Infiltration work.
8. Perform duties and responsibilities of any level of Laborer when required, or in absence of available personnel.
9. Respond to locate requests from PA One Call System.

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10. Perform work and maintenance on homeowner's grinder pump systems that are owned and operated by the Authority; work will consist of removing and replacing pumps, working on control panels, cleaning out pump basin, repairing pipe lines, and miscellaneous work.
11. Perform basic maintenance work on vehicles and equipment such as; oil changes, greasing, minor repairs, and tire changes; cleaning equipment and vehicles and miscellaneous work.
12. Perform any other job duties that may be necessary and not included in this list.

JOB SPECIFICATIONS:

* Indicates developed after employment

Knowledge:

- Intermediate knowledge of operation and maintenance of televising equipment.
- Intermediate knowledge of sewer line maintenance and repair practices and procedures. *
- Intermediate knowledge of grouting procedures.
- Intermediate knowledge of safety practices and procedures. *
- Intermediate knowledge of LASA policies, rules and regulations. *
- Intermediate knowledge of geographical layout of municipalities covered by LASA.*
- Intermediate knowledge of computer science and computer applications such as Windows.
- Intermediate knowledge of general leadership principles.

Skill:

- Operate light and heavy equipment; including tractor mower, dump truck, tank truck, sewer cleaning equipment, loader, backhoe, TV truck, and light trucks.
- Operate power tools; including jackhammer, air compressor, saws, drills, hoist.
- Use of grouting equipment. *
- Use of hand tools.
- Computer operation. *

Abilities:

- Ability to read manuals and follow directions.
- Ability to schedule work and proceed with timely completion of assignments.
- Ability to cooperate with coworkers on group tasks.
- Ability to adhere to safety standards and recognize safety warnings and hazards. *
- Ability to carry out written and oral instructions.
- Ability to prepare accurate records from inspections and meter readings. *
- Ability to interpret geographical maps, sewer charts and blueprints. *
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate a polite and courteous manner towards members of the public.

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- Ability to demonstrate physical fitness, including long periods of standing or sitting, squatting, bending, climbing or descending stairs or ladders, and reaching.
- Ability to lift light objects; up to 10 lbs. continuously; ability to lift medium objects; up to 25 lbs. frequently; ability to lift heavy objects; up to 100 lbs. occasionally.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Ability to apply basic mathematical calculations and formulas. *
- Ability to respond to emergencies on a 24-hour basis.

Education/Employment:

Any combination of education and experience that indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is previous work related experience.

Required Licenses/Certifications:

- Valid PA Driver's License, Class C (at time of hire)
- Valid PA Commercial Driver's License (CDL), Class B with airbrakes and tanker endorsements (at time of hire or obtained within 180 days of hire)
- Commonwealth of PA Wastewater Systems Operators Certification, Class E, Subclass 4 (at time of hire or obtained within 12 months of hire)
- NASSCO PACP Certification (at time of hire)

Working Conditions:

Work is often performed alone and normally requires frequently driving to various work sites. Work is frequently performed around potentially hazardous machinery or electrical equipment. Work is normally performed outdoors in a variety of weather conditions. Occasional overtime is required, especially during periods of emergency. Work will occasionally involve responding to angry or upset members of the public. Position requires inclusion on schedule for the rotation of on-call duty.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be misconstrued as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Human Resources Department

Date: 7/27/12

Reviewed by:



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Union

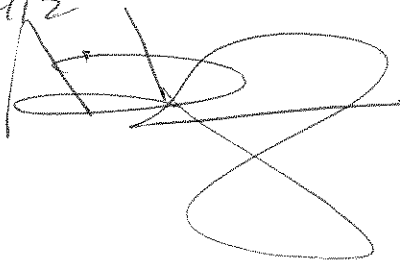
Date: 8-2-12

Accepted by: Ben Shuts, Don Poyes, Bill Mc

Executive Director

Date: 8/2/12

Approved by:

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines.

Revised: 06/24/05

Revised: 02/20/06

Latest revision: 07/26/2012