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| ***JOB SUMMARY*:** This employee works under the direction and supervision of the Wastewater Collections Supervisor in the construction, maintenance and repair of the wastewater collection system. The employee will operate (but not drive until issuance of CDL license) a Jet/Vac Truck requiring the use of mechanical tools, pumps, sewer camera, and hoses associated with truck (Suction and Pressure Hoses) in the performance of related maintenance of sewer and water systems. Employee will be required to lift manhole lids, hoses, operate water hydrants and cleanout Water Treatment Plant Lagoons. |
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| ***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*   * Regular and predictable attendance is essential to successful job performance; * Jet wash/clean gravity sewer mains and manholes; * Regular cleaning of lift stations to include grease removal; * Emergency cleaning of blocked gravity mains; * Cleanout of Wastewater Treatment Plant basins; * Cleanout valve boxes for Water/Gas Departments; * Hydro-excavation for utility mains and services; * Hydro-excavation for ‘spot locates’ of utilities; * Water Treatment Plant lagoon cleanout; * Aid with MS4 (Municipal Separate Storm Sewer System) requirements of ditch and storm sewer system cleanout; * Closed Circuit Television (CCTV) of gravity mains to inspect integrity of system * Maintain training for response to other departments/emergency excavation capabilities of equipment; * Regularly cleans and maintains facility, vehicles and machinery; ; * Performs other duties as assigned. |
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| ***QUALIFICATION REQUIREMENTS:***  *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| * Ability to cross-train in various job roles within the department and across various functions in other related departments; * Knowledge of the use of common hand tools; * Knowledge to add, subtract, multiply, divide and to record, balance, and check results for accuracy; * Knowledge of occupational hazards and safety precautions; * Knowledge of municipal sewer systems; * Knowledgeable of the materials and equipment used in the construction, repair and maintenance of wastewater lines; * Knowledge of mechanical, electrical, and maintenance operations of pumps of municipal sewer systems; * Knowledge of general construction practices; * Must have the skill to understand and follow basic instructions and guidelines; * Skill in the safe operation of equipment used; * Skill in the use of Microsoft Office and Windows; * Ability to understand, remember, and apply verbal and/or written instructions or other information * Ability to read, write and learn new tasks; * Ability to read and understand utility and construction blueprints and plans; * Ability to work under extreme weather conditions and for long periods of time; * Ability to work in odorous and hazardous wastewater environments while using/wearing required Personal Protective Equipment (PPE); * Ability to perform heavy manual labor under unfavorable conditions and climate; * Ability to work in confined spaces such as manholes and lift stations; * Ability to manually or electronically correctly document observations from CCTV camera; |
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| ***EDUCATION and/or EXPERIENCE:***   * High School Diploma or GED; * Must possess NASCO (National Association of Sewer Services Companies) PACP (Pipeline Assessment and Certification Program) and MACP (Manhole Assessment and Certification Program) Certifications or be able to secure within 12 months of assuming the position |
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| ***LICENSES & CERTIFICATIONS:***   * Must possess valid Driver’s License; * Must possess valid CDL Class B License with Endorsement “N” within 8 months of placement in position; * Must possess a Class II Certification in Wastewater Collection within 24 months of placement into position. |
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| ***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| Ability to regularly perform heavy manual labor. Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job. The employee is regularly required to see, talk and hear and perform the physical activities marked below. Frequently requires working under extreme weather conditions for long periods of time. Vision & hearing, normal or corrected sufficient to read, write,& safely operate tools & equipment used in work.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity** | | **Check 1 column for Frequency of Occurrence** | | | | Check Applicable Activities |  | **Occasionally**  **< 1/3 of the time** | **Frequently**  **1/3–2/3 of the time** | **Regularly**  **>2/3 of the time** | | X | Standing |  | X |  | | X | Walking |  | X |  | | X | Climbing: Stairs &/or Ladders |  | X |  | | X | Sitting |  | X |  | | X | Balancing | X |  |  | | X | Bending/Stooping/Kneeling |  | X |  | | X | Twisting | X |  |  | | X | Squatting | X |  |  | | X | Grasping/Squeezing |  |  |  | | X | Repetitive movements w/hands |  | X |  | | X | Reaching/working overhead |  | X |  | | X | Lift &/or carry up to 50 lbs. |  | X |  | | X | Push &/or pull up to 50 lbs. |  | X |  | |
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| **WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| Ability to regularly perform heavy manual labor. Work is generally performed outdoors and the employee will be exposed to: extreme weather conditions, sharp tools, dangerous machinery with moving parts, excessive noise, dirt, and dust. The employee may be exposed to fumes, chemicals, toxic substances, confined spaces and ditches. Employee must wear required Personal Protective Equipment (PPE). |

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| ***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Jet/Vac Truck Operator I job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Jet/Vac Truck Operator I job as it is described in the job description above.  **Employee Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date (Employment, Transfer, Revised Job Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sign and date job description. Make a copy for your records. Email to** [**jgoad@cityofportlandtn.gov**](mailto:jgoad@cityofportlandtn.gov) |