

CITY OF KETCHUM

JOB DESCRIPTION

JOB TITLE: Wastewater Collection System Supervisor **DATE LAST REVISED:** 4/5/2021

DEPARTMENT: Utilities – Wastewater

JOB SUMMARY

Under the direction of the Wastewater Division Supervisor, incumbent is responsible for the day-to-day operation and maintenance of the Ketchum Municipal Wastewater Collection System.

DUTIES AND RESPONSIBILITIES

Essential

- Schedules and performs routine cleaning and inspection of sewer main lines, manholes, and appurtenances.
- Responds to sewer main line blockages during and after normal working hours.
- Locates and marks sewer main lines, manholes, and service line locations.
- Inspects new sewer main construction and service connection installations.
- Reads, interprets, maintains, and edits utility maps.
- Inspects sewer users to determine correct billing procedures and compliance with applicable rules, regulations, and ordinances.
- Removes asphalt, dirt or other materials from manhole covers, and adjusts the manhole covers to proper grade.
- Inspects commercial and industrial discharges and investigates unauthorized discharges or illegal service conditions.
- Performs after hours “on call” duties for the Department. (Remains within a 1-hour response time while “on call”)
- Supervises the day-to-day operation of the wastewater collections workgroup.
- Provides work leadership (i.e., counsels, trains, schedules, enforces policies and procedures, checks work, etc.) for employees in work group.

Additional

- May occasionally assist Water Division, WWTP laboratory and Plant operations in various duties.
- Performs other duties as required.
- Works overtime and/or holidays as required.

QUALIFICATIONS

Essential

- Physically and mentally perform the duties listed above (i.e., bending, stooping, reaching, pushing, pulling, climbing, running, walking, standing, kneeling, crawling, lifting (up to 100 lbs.) grasping, seeing, communicating, etc.).
- Visually read gauges, instruments, etc.
- Minimum of 3 years experience in wastewater collection system operation and maintenance.
- Class “A” Commercial Drivers License with tanker endorsement, or the ability to obtain within one year of employment.
- High school graduate or its equivalent.
- Mental alertness and manual dexterity for the operation, maintenance and repair of mechanical and electrical equipment normally associated with wastewater collection systems.
- Extensive knowledge of principals, practices, and methods of collection systems.
- Experience in mapping-based software including AutoCAD Map and / or ArcView.
- Minimum of a Grade II Wastewater Collection System license from the Idaho Division of Occupational and Professional Licensing, or the ability to obtain after one year of employment.
- Ability to establish good working relationships with other employees and the public.
- Good knowledge of occupational hazards and safety requirements.
- Ability to analyze complex operational maintenance and repair of the collection system.
- Ability to operate a word processor and related computer equipment.

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- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.

MACHINES OPERATED

- Hydro vacuum truck
- Truck mounted crane
- Camera and video system
- Backhoe