

OXFORD AREA SEWER AUTHORITY

Position Title: Operator Trainee / Laborer

FLSA Status: Non-exempt

Pay Grade: Hourly

Location: Treatment Plant

Reports to: Operations Supervisor and Executive Director

GENERAL SUMMARY: Under general supervision, drive vehicle to work site location; assist Collection Operators, Mechanics, Plant Operators, and Treatment Plant personnel when required; perform general maintenance tasks at all facilities and buildings; assist with marking PA One Calls; assist with responding to customer complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Drive light motor vehicle or small dump truck site locations in four (4) municipality regions covered by OASA.
2. Assist Collection Operators with routine operation and maintenance of OASA's collection system and pumping stations; e.g. assist with repair of broken or clogged sewer lines, under direction, set up display of safety signs at work site, flag traffic, lift manhole covers or manually unclog sewer lines and remove excess debris and grease; assist with wet well cleaning and tank cleaning as required.
3. Assist Mechanics with routine operation and maintenance of OASA's facilities and equipment; e.g. assist with equipment and vehicle maintenance when required, clean equipment and vehicles when required.
4. Assist Plant Operators and Treatment Plant personnel when required; e.g. assist with tank cleaning, equipment, and vehicle maintenance; clean equipment and vehicles when needed.
5. Perform general maintenance, grounds keeping, cleaning, and painting tasks at all of OASA's facilities and buildings; e.g. clear walks of snow and ice; mow grass and trim shrubs, remove weeds and debris; wipe down surfaces, sand surfaces, paint; sweep and mop floors as required, clean windows, dust surfaces, clean locker rooms and rest rooms.
6. Assist with marking PA One Calls.
7. Respond to complaints from public; explain services provided by OASA, report non-routine problems to Operations Supervisor.

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8. Perform any other job duties that may be necessary and not included on this list.

JOB SPECIFICATIONS:

*Indicates developed after employment

Knowledge:

- Advanced knowledge of safety practices and procedures. *
- Advanced knowledge of OASA policies, rules, and regulations. *
- Advanced knowledge of geographical layout of municipalities covered by OASA.*

Skill:

- Operate light and heavy equipment; including tractor mower, small dump truck, loader, backhoe, and light trucks.
- Operate power tools; including jackhammer, air compressor, saws, drills, hoist.
- Use of hand tools.

Abilities:

- 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 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 polite and courteous manner toward the general public.
- 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 25lbs. 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 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 above. 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)

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Optional Licenses/Certifications:

- Valid PA Commercial Driver's License (CDL), Class B with airbrakes endorsement

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.

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.