**COLLECTION AND DISTRIBUTION OPERATOR**

**Primary Reason Why Classification Exists**

To perform semi-skilled work in the replacement, repair, maintenance or installation of water and sewer lines, taps and appurtenances.

**Distinguishing Features of the Class**

An employee in this class is engaged in the maintenance, repair and installation of the municipal distribution and collections systems. Emphasis of the work is on the construction and maintenance of municipal distribution and collection systems including water and sewer lines, tap installation, repair of water and sewer breaks, flushing sewer blockages, locating and raising man holes, inspection of water main interiors and other pipe maintenance functions. Work is performed under general supervision and is evaluated on the basis of attainment of individual and work crew objectives, safety of employees, leadership, and observation and inspection of completed jobs.

**Illustrative Examples of Work**

* Repairs and maintains water and wastewater mains and services
* Installs new service taps for water and wastewater customers
* Operates heavy and other equipment including such as backhoe and track hoe, tapping machines, vacuum truck, flusher, sewer camera, line locators, rodding machine and various hand tools; jet or rodding truck to unstop blockage
* Responds to and make necessary corrections to customer calls
* Complete work orders as assigned
* Performs traffic control at work sites
* Clears rights of way
* Performs necessary minor maintenance and upkeep of equipment
* Performs related work as required

**Knowledge, Skills, and Abilities**

* Thorough knowledge of installation and maintenance practices for water and sewer services, water drainage design, asphalt and concrete pavement maintenance, and snow and ice removal and control
* Knowledge of fundamental soil characteristics indigenous to the municipal boundaries
* Knowledge of occupational health and safety practices required in performing water and sewer pipe maintenance and when working in traffic control zones
* Knowledge of the purpose and operational requirements of heavy equipment
* Knowledge of municipal water and sewer line locations, connections, and pressures
* Skill in operating heavy equipment used in water and sewer pipe maintenance
* Ability to demonstrate the proper methods of equipment operation to less skilled personnel
* Ability to read and understand construction blueprints and infrastructure diagrams
* Ability to communicate effectively, both verbally and in writing, with all levels of employees in the City, citizens, business representatives, and public officials; ability to explain work to be performed and end results to be expected
* Ability to understand and comply with management directives
* Ability to identify and report maintenance needs of pipe maintenance structures
* Ability to work in varied weather conditions for extended periods of time
* Ability to be recalled to work, including nights and weekends, as dictated by the needs of the City for varied labor tasks

**Physical Requirements**

Work in this class is defined as heavy work requiring physical exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of frequently, and/or up to 20 pounds of force constantly to move objects. Employee has to perform physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, walking, standing, pushing, pulling, lifting, grasping, feeling talking, and hearing. Employee must have the visual acuity to visually inspect small defects or parts, operation or inspection of machines and earth moving equipment, use measurement devices, and to determine the neatness and accuracy of work assigned. Employee must have the stamina to work for extended periods some of which in emergency situations.

**Working Conditions**

Work is performed primarily in outside environmental conditions including extreme heat and cold with snow and ice. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, such as exposure to oscillating movements of the extremities or whole body and is also subject to workplace hazards including proximity to moving mechanical parts or exposure to chemicals, oils, fuels, and potential for blood borne pathogens in raw untreated sewage. Employee is subject to atmospheric conditions due to exposure to fumes, odors, and dusts and may work in close quarters, crawl spaces, shafts, man holes, small areas of sewage and water lines, and other areas which could cause claustrophobia.

**Education**

Graduation from high school or GED equivalency

**Experience**

One (1) to four (4) years’ experience working in the installation and maintenance of water and sewer lines and related infrastructure improvements

**Special Requirements**

Valid North Carolina CDL-A driver’s license

**FLSA Status**: Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

April 2017