

FREMONT SANITATION DISTRICT

JOB DESCRIPTION

TITLE: CCTV OPERATOR TRAINEE

PAY GRADE: 13

DEPARTMENT: WASTEWATER COLLECTION SYSTEM

SUPERVISOR: FIELD SUPERINTENDENT

FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

This is a highly responsible position. This person works under the direction of the CCTV Technician to assist with all phases of CCTV work on lines composing the collection system for Fremont Sanitation District. In the absence of the CCTV Technician, the CCTV Operator Trainee may also be required to directly supervise other workers assigned to accompany and assist with the CCTV activities. Further, the CCTV Operator Trainee may be required to perform labor duties, as needed, that are normally performed by others.

GENERAL STATEMENT:

This position requires a motivated, versatile, and safety-oriented person. The person offered this position shall possess the ability to work effectively as a member of a team, or individually. In addition, they shall be capable of obtaining and retaining the respect of supervisors, co-workers, and other District employees. This person will be expected to interact professionally with the general public, public officials and those persons encountered in the course of performing District duties.

All District employees are required to successfully pass (100%) a safety related test conducted by the District within one month of employment. Failure to pass the test may subject employees to disciplinary action up to and including dismissal.

All prospective District employees are subject to a variety of pre-employment tests, checks, and exams as outlined below. These pre-employment tests shall be required only after an applicant is offered a position.

1. All District employees shall be subject to a pre-employment drug and alcohol testing program that fulfills the requirements of Code of Federal Regulations Title 49, Part 382 for Commercial Driver's License holders and the policies as outlined in the District's personnel manual for all other employees. Continuous drug and alcohol testing will be performed throughout the employment of all District employees in accordance with the District's personnel manual

2. All District employees shall be subject to a pre-employment background check that fulfills the requirements of the District's personnel manual.
3. The District reserves the right to require physical or psychological examinations of any District employee, at District expense, as follows:
 - a) To determine the ability of an applicant who has been offered employment to perform job-related functions required by business necessity.
 - b) When there is a need to determine whether an employee is able to perform the essential functions of his or her job;
 - c) As may be required to determine the necessity or feasibility of reasonable accommodations for a disability;
 - d) Periodically, as may be necessary to comply with fitness for duty or monitoring requirements imposed by law.

Results of all physical or psychiatric examinations shall be treated as confidential records by the District and shall be maintained separately from District personnel records

All employees of the District are required to follow all rules and guidelines as outlined in the District's Personnel Manual and Safety Manual.

SUPERVISION RECEIVED:

The CCTV Operator Trainee will work under the primary supervision of the Field Superintendent but may be supervised by other District employees as dictated by District needs.

DUTIES AND RESPONSIBILITIES:

The CCTV Operator Trainee will work directly with the CCTV Technician and assist the CCTV Technician with all work tasks associated with the District's CCTV program. The CCTV Operator Trainee will be required to learn all aspects of the Primary Job Activities and Secondary Job Activities lists contained in this job description, as follows:

Primary Job Activities:

1. Set up and operate a closed-circuit television system consisting of remotely operated cameras, their monitors, recording systems, and associated equipment.
2. Input data found during closed circuit television inspections, manhole inspections, and field inspections into a database.
3. Evaluate condition of sewer mains using PACP guidelines.
4. Use maps to locate and document work.
5. Perform routine maintenance and troubleshoot equipment.
6. Enforce positive safety procedures.
7. Enter data in computer databases, spreadsheets, and word processing programs. Be acceptable to new training as computer software is updated.

Secondary Job Activities:

1. Remain calm and courteous in dealings with fellow employees, supervisors, contractors, construction workers, and citizens.
2. Concentrate on detail despite interruptions and other distractions.
3. Express objective observations in clear, concise oral and written form.
4. Accurately use arithmetic to correctly calculate volumes and quantities.
5. Read and correctly apply applicable directives, regulations, rules, ordinances, statutes, and laws of Local, State, and Federal Governments and their agencies and divisions.
6. Read and correctly interpret sewer system maps.
7. CCTV Operator Trainee must have a good working knowledge of:
 - A. Hydraulic sewer cleaning machines.
 - B. Closed circuit television systems for pipe inspection.
 - C. Various types of pumps.
 - D. Air compressors and pneumatic tools.
 - E. Electric generators.
 - F. Electronic locating devices.
 - G. Lifting tools.
 - H. Pipe plugs.
 - I. Flow monitoring and sampling devices.
 - J. Fall arrest and retrieval devices.
 - K. Self-contained breathing apparatus.
 - L. Ventilators.
 - M. Pipe cutters.
 - N. Construction saws.
 - O. Pipe tapping machines.
 - P. Motor driven cable and hose reels.
 - Q. Traffic control devices.
 - R. Hydraulic trench shoring and other similar equipment.
 - S. Hand tools.
8. May be required to work during emergency conditions. On-call duty between shifts and on weekends and holidays will rotate on a set schedule among all nonsupervisory Field Technicians, without exception. Under normal conditions, the person on call shall arrive at the site of the emergency within one hour of receiving an emergency notice equipped with suitable equipment to care for the problem. Barring extenuating circumstances, there will be no exceptions to this emergency response time.

KNOWLEDGE, SKILLS, AND ABILITIES:

The foregoing Primary Job Activities and Secondary Job Activities are representative of those that must be met by the CCTV Operator Trainee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The CCTV Operator Trainee must adequately meet or exceed expectations relating to specific job performance standards as outlined by the District, including:

1. Good oral and written communication abilities.

2. Interpersonal skills necessary to be courteous to fellow employees and maintain composure while dealing with angry or hostile citizens, customers, or contractors while performing duties.
3. Ability to work independently in an efficient and safe manner.

WORKPLACE CONDITIONS:

This position will require working both indoors and outdoors. Outside tasks are required in all weather conditions, often in close contact with wastewater. Strong odors are frequently present at worksites. Working in confined and close spaces is required.

QUALIFICATIONS:

Required Qualifications:

Certifications and Licenses:

Colorado Driver's License

Education:

A minimum of a high school diploma or equivalent.

Physical:

The physical demands described here are representative of those that must be met by the CCTV Operator Trainee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typical requirements are:

1. While performing the duties of this job, the CCTV Operator Trainee is frequently required to stand, walk, use hands to finger handle, feel or operate objects, tools or controls, and reach with hands and arms. The CCTV Operator Trainee is frequently required to sit, climb or balance, stoop, kneel, crouch or crawl, talk and hear. Further, the CCTV Operator Trainee is occasionally required to have the ability to use the sensory smell.
2. The CCTV Operator Trainee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. CCTV Operator Trainee must possess physical strength and dexterity to operate various power tools, including compactors, demolition saws, jack hammers, etc.
3. The noise level in the work environment is usually moderate.
4. Work is performed in potentially hazardous environments such as electrical, infectious, and mechanical hazards. The CCTV Operator Trainee may be required to enter and exit confined spaces and have the ability to keep a valid record of such activity.
5. Shovel gravel, dirt, sand, asphalt, etc. up to 4 hours per day.
6. Enter and exit equipment as often as 20 times per day.

Preferred Qualifications:

Certifications and Licenses:

1. Current Colorado "B" CDL Drivers License
2. Class I Collection Operator certification from the Colorado Water and Wastewater Facility Operators Certification Board or its designee
3. PACP Certification
4. Knowledge of Pipe Tech software
5. Aries factory training certification for transporter and camera repair
6. First Aid/CPR Certification
7. Confined Space Entry Certification

Experience:

Six months of experience in sanitary sewer CCTV work, or related industry activity.

Should the CCTV Operator Trainee not have acquired all of the aforementioned licenses, certificates or training at the start of their employment, and is still hired for the position, it is the responsibility of the CCTV Operator Trainee to attain said items within one year of the date of employment. The District Manager has the right to extend this time period at his discretion. The District will make all reasonable efforts to assist the CCTV Operator Trainee with attaining these requirements.

TERMS OF EMPLOYMENT:

This class specification should not be interpreted as being all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The CCTV Operator Trainee may be requested, from time to time, to perform job-related responsibilities and tasks other than those stated in this specification.