



## Collection System Operator I/II/III

**Department:** Collection System

**FLSA Status:** Non-Exempt

**Reports to:** Collection System Superintendent

**Revision Date:** 02/12/2026

**Collections Operator I:** Grade 12 \$61,781 - \$86,298

**Collections Operator II:** Grade 13 \$66,106 - \$92,338

**Collections Operator III:** Grade 14 \$70,733 - \$98,802

### **Job Summary:**

Under the direct supervision of the Collection System Superintendent, performs skilled and semi-skilled work in the operation, maintenance, inspection, and repair of the St. Vrain Sanitation District's wastewater collection system. Responsibilities include sewer cleaning and televising, utility locating, infrastructure inspection, emergency response, pretreatment support, and regulatory compliance. Positions within this classification progress in responsibility, independence, and technical leadership from Operator I through Operator III.

### **Essential Duties and Responsibilities:**

The following list illustrates the core responsibilities of each operator level. The District may modify these duties at any time.

#### **COLLECTIONS OPERATOR I (Entry Level)**

**Role Focus:** Performs routine and semi-skilled work under close supervision while learning District procedures, equipment operation, safety requirements, and regulatory standards.

#### **Essential Duties and Responsibilities:**

All duties are performed under the direction and supervision of senior operators or supervisory staff. Operator I employees are not expected to independently interpret regulations, make enforcement decisions, or represent the District in regulatory or compliance matters.

- Assist in operating high-pressure jetting and vacuum equipment to clean sewer lines.
- Support CCTV inspections to assess sewer infrastructure conditions.
- Participate in preventive maintenance and minor repair of collection system assets.
- Assist in responding to sewer blockages, overflows, and emergency service calls.
- Perform underground utility locating of sewer mains and service laterals using electronic locating equipment, GIS data, and construction drawings.

- Respond to 811 tickets within required timeframes, ensuring accurate marking and documentation.
- Update and verify system maps, GIS data, and maintenance records based on field findings.
- Perform traffic control and work zone safety setups in compliance with established procedures.
- Work in confined spaces and hazardous conditions while adhering to District safety standards.
- Assist in maintaining inventory, tools, and equipment.
- Support industrial pretreatment and FOG programs, including inspections and sampling under supervision.
- Document manhole and pipeline conditions.
- Collect wastewater samples as directed.
- Complete reports and logs using asset management and GIS systems.
- Perform routine maintenance on jetting, CCTV, and vacuum equipment.
- Adhere to all District safety policies and participate in required training.

### **COLLECTIONS OPERATOR II (Intermediate Level)**

**Role Focus:** Performs skilled fieldwork independently with minimal supervision and serves as a reliable field technician during routine and emergency operations.

#### **Essential Duties and Responsibilities:**

In addition to all duties of Collections Operator I:

- Independently operate high-pressure jetting, vacuum, and CCTV equipment.
- Conduct CCTV inspections and assess sewer infrastructure conditions.
- Perform preventive maintenance, repair, and rehabilitation of collection system assets.
- Respond to sewer blockages, overflows, and emergency calls; determine corrective actions.
- Assess and document manhole and pipeline conditions.
- Perform flow monitoring and wastewater sampling.
- Operate and maintain specialized equipment, including root-cutting devices.
- Perform advanced utility locating activities and resolve routine locate or access issues in coordination with senior staff.
- Perform traffic control and work zone safety setups in compliance with regulations and established procedures.
- Work in confined spaces and hazardous conditions while adhering to District safety standards.
- Complete detailed reports and logs using asset management and GIS systems.
- Participate in the industrial pretreatment and FOG programs, including conducting routine inspections and sampling as assigned.
- Troubleshoot common mechanical or equipment issues and report complex issues requiring escalation.
- Assist with training lower-level operators.
- Perform other duties as assigned.

**COLLECTIONS OPERATOR III (Two-Track Classification)**

**Summary (Operator III):** Serves as an advanced technical resource within the wastewater collection system. Provides leadership in complex field operations, sewer emergency response, inspections, regulatory support, and staff training. Operator III positions function as lead operators and subject matter experts but do not hold formal supervisory authority.

**Track Assignment & Flexibility:**

Collections Operator III staff may be assigned to one of two functional tracks based on District needs, operational priorities, and individual qualifications:

- **Track A – Lead Field Operations**
- **Track B – Pretreatment & Regulatory Lead**

Track assignments may evolve over time, and Operators may be cross trained to support both tracks as needed. Assignment to a specific track does not change the pay grade or classification.

**Operator III – Track A (Lead Field Operations)**

**Role Focus:** Advanced field leadership, complex maintenance and rehabilitation work, emergency response coordination, and technical oversight of collection system operations.

**Essential Duties and Responsibilities – Track A**

In addition to all duties of Collections Operator II:

- Lead and coordinate field crews during complex maintenance, repair, rehabilitation, and emergency response activities.
- Serve as the primary technical resource for jetting, vacuum operations, CCTV inspections, and rehabilitation work.
- Supervise and evaluate CCTV inspections; assess manhole and pipeline conditions and recommend corrective actions.
- Lead responses to sewer backups, overflows, and emergency service calls.
- Coordinate confined space entry activities and ensure District safety and District safety compliance.
- Ensure accurate documentation of field activities using asset management and GIS systems.
- Oversee advanced utility locating activities, resolve complex access or conflict issues, and ensure locate accuracy.
- Assist the Collection System Superintendent with planning preventive maintenance activities and equipment repair strategies.
- Coordinate vendor-supported repairs or rehabilitation work as directed.
- Provide training, mentorship, and technical guidance to Operator I and II staff.
- Coordinate with Engineering, Inspection, GIS, contractors, and other agencies.
- Act as lead operator during on-call rotations.
- Maintain adherence to all District safety policies.

**Operator III – Track B (Pretreatment & Regulatory Lead)**

**Role Focus:** Advanced technical leadership supporting the District’s Pretreatment and FOG programs through inspections, sampling, monitoring, documentation, and regulatory coordination. This role supports—but does not replace—the Pretreatment Coordinator.

**Essential Duties and Responsibilities – Track B**

In addition to all duties of Collections Operator II:

- Serve as the primary field and technical lead supporting pretreatment and FOG programs.
- Conduct industrial user inspections, sampling, and compliance evaluations in coordination with the Pretreatment Coordinator.
- Perform grease, sand trap, and interceptor inspections and document compliance status.
- Prepare inspection documentation, field findings, and technical summaries to support enforcement actions.
- Collect, review, and assist with analysis of industrial discharge data and monitoring reports.
- Maintain industrial user inspection records and monitoring data.
- Coordinate with the Pretreatment Coordinator, Engineering, and Plant staff regarding discharge issues, unusual waste streams, and compliance concerns.
- Provide compliance education and technical assistance to industrial and commercial users as directed.
- Support winter water use data collection and surcharge calculations.
- Investigate unusual or prohibited discharges and coordinate follow-up actions.
- Assist with pretreatment-related reports and regulatory submittals under direction.
- Train field staff on pretreatment inspection, sampling techniques, documentation standards, and safety practices.
- Maintain adherence to all District safety policies.

**Program Authority Clarification:**

This position does not hold formal pretreatment program authority. Permitting decisions, enforcement authority, regulatory reporting, and program oversight remain with the Pretreatment Coordinator and/or Collection System Superintendent and/or District Engineer.

**Supervisory Duties: None** at this time. May act as a lead worker for training, coordination, and technical guidance across collections, inspections, locates, and pretreatment support activities.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

**GENERAL COMPETENCIES- ALL OPERATOR LEVELS****Knowledge of:**

- Wastewater collection system components, maintenance practices, and rehabilitation methods

- Occupational hazards and safety requirements, including confined space entry, traffic control, and wastewater exposure
- Basic environmental and regulatory requirements applicable to collection system operations

**Skill in:**

- Operating and maintaining jetting, vacuum, CCTV, and related field equipment
- Reading and interpreting sewer maps, construction drawings, and GIS/asset management data
- Accurately documenting inspections, maintenance activities, and field observations using mobile technology and standard computer software
- Communicating effectively with coworkers, supervisors, contractors, and the public

**Ability to:**

- Perform physically demanding work in hazardous and adverse environmental conditions
- Follow established procedures, work independently or in a team environment, and respond appropriately to emergencies and service calls
- Maintain professional conduct and provide effective customer service

*Advanced Competencies – Operator II and III***Advancing knowledge of:**

- Preventive maintenance, repair, rehabilitation, CCTV condition assessment, and emergency response for sewer infrastructure
- Wastewater sampling, flow monitoring, and regulatory documentation practices
- Industrial pretreatment requirements, sampling procedures, grease interceptor inspections, and compliance documentation (*Operator III Track B only*)

**Skill in:**

- Independently operating specialized equipment and troubleshooting routine mechanical or operational issues
- Completing accurate, defensible field documentation and inspection records
- Training or mentoring lower-level staff and coordinating routine field activities
- Conducting inspections, sampling, and technical documentation supporting enforcement actions
- Communicating compliance requirements to industrial and commercial users (*Operator III Track B only*)

**Ability to:**

- Exercise sound judgment during routine and emergency operations
- Evaluate inspection data and recommend corrective actions
- Coordinate work with internal departments, contractors, and vendors as assigned
- Support pretreatment compliance and regulatory reporting without independent enforcement authority (*Operator III Track B only*)
- Maintain accurate inspection records and coordinate with the Pretreatment Coordinator, Engineering, and Plant staff (*Operator III Track B only*)

**Level Differentiation Summary:****Collections Operator I (Entry Level):**

Performs routine and semi-skilled work under close supervision while learning District procedures, equipment operation, and District safety policies and procedures. Supports team members in sewer cleaning, CCTV inspections, utility locates, emergency response, and pretreatment-related activities under supervision. This level is focused on building foundational technical skills, situational awareness, and familiarity with District standards required for independent fieldwork.

**Collections Operator II (Intermediate Level):**

Performs skilled fieldwork with minimal supervision. Independently operates specialized equipment, conducts inspections, and performs preventive maintenance and system repairs. Responds to sewer emergencies, conducts utility locates, and carries out assigned pretreatment and FOG inspection and sampling activities. Assists with training lower-level staff and demonstrates consistent technical competence, judgment, and reliability in daily operations.

**Collections Operator III (Advanced / Lead Level):**

Serves as a lead field technician and technical resource for the Collection System. Provides advanced leadership in complex field operations, emergency response, inspections, and documentation. Operator III responsibilities are further specialized through two functional tracks:

- **Track A – Lead Field Operations:** Leads and coordinates field crews, complex maintenance and rehabilitation activities, and emergency responses. Reviews inspection data, ensures accurate documentation, coordinates vendor-supported work as directed, and provides technical mentorship to staff.
- **Track B – Pretreatment & Regulatory Lead:** Serves as the advanced technical lead supporting the District's Pretreatment and FOG programs through inspections, sampling, compliance documentation, and coordination with the Pretreatment Coordinator. Supports enforcement actions and regulatory reporting without holding formal program authority.

Operator III positions provide subject matter expertise, mentorship, and operational leadership while supporting the Collection System Superintendent in maintaining high performance standards across the division.

**Education and Experience:**

- **Collections Operator I:** High school diploma or GED. Entry-level position with minimal experience required. **Preferred** with some experience in wastewater collection system maintenance, construction, or a related field.
- **Collections Operator II:** High school diploma or GED. Minimum of two years of experience in wastewater collection system maintenance, construction, or a related field.
- **Collections Operator III:** High school diploma or GED. Minimum of three years of progressively responsible experience in wastewater collection system maintenance, including lead responsibilities.
- **Collections Operator III Track B – Pretreatment & Regulatory Lead:** In addition to Operator III education and experience, it is preferred that the incumbent holds a bachelor's degree in biology, Chemistry, or Environmental Science and has 2+ years of related experience in Industrial Pretreatment programs.

**Licenses/Certifications:**

- Valid Colorado driver's license required.
- Class B CDL with Tanker (N) Endorsement required.
- **Operator I:** Ability to obtain Colorado Certified Water Professional (CCWP) **Class I** Wastewater Collection System Operator (WCSO) Certificate within (1) one year; 811 locator training.
- **Operator II:** Ability to obtain (CCWP) **Class II** (WCSO) Certificate within (1) one year.
- **Operator III:** (CCWP) **Class III** (WCSO) Certificate required at time of hire or promotion. Industrial Pretreatment or D Wastewater Certification required for Track B.

**Physical Activities:**

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 50 pounds. This job's specific vision abilities include Close vision, Peripheral vision, and the Ability to adjust focus. The employee is frequently required to stand, walk, stoop, kneel, and reach. Work requires speech and hearing within normal limits, with or without correction, and requires frequent driving of various motor vehicles.

**Working Environment:**

Work is performed in a variety of settings, including office and industrial buildings, outdoors day or night in all weather extremes, in hazardous areas that include electrical, drowning and fall hazards, high noise levels, dangerous machinery, confined spaces, and in conditions that may require the use of respirators, heavy lifting, manual labor, and physically strenuous work on a routine basis that require the ability to sit, stand, walk, climb, stoop, bend, kneel and reach. Work requires the ability to respond to emergencies and callouts, and work in a team environment. Requires the ability to work under time constraints and in confined spaces as needed. Performs manual labor and physically strenuous work on a routine basis. Must work in various settings, with all-weather extremes and conditions during the day, as well as possible call-back situations. Work may result in exposure to wastewater or untreated water supplies containing infectious disease agents such as bacteria, viruses, fungi, and parasites.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or other duties assigned by management.**