



JOB TITLE: Wastewater Collections Operator I
DIVISION/DEPARTMENT: Wastewater
SUPERVISORY ROLE: No

REPORTS TO: Wastewater Collections Supervisor
FLSA CATEGORY: Full time, Non-Exempt
REVISED DATE: March 2026

POSITION SUMMARY

Responsible for assisting in all activities related to safe and proper installation, operation, and maintenance of wastewater collections mains, manholes, cleanouts, air release valves, and lift stations to ensure that customers are served by a safe and reliable system.

POSITION RESPONSIBILITIES - ESSENTIAL

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

- Work from data and information supplied by maps, work orders, and Wastewater Operations Supervisor.
- Promptly collects necessary information during sanitary sewer overflows and summarizes activities for reporting to SCDES.
- Correctly and safely operate jetting equipment, camera equipment, hand tools, shovels, and rodding machine.
- Ensure proper operating condition of equipment, erection of proper safety barriers, and other personnel protection while avoiding damage to existing underground or surface and overhead services and structures.
- Assist in location of facilities, elevations, depths, and lines.
- Correctly and safely locate, inspect, rod, clean, repair, and replace wastewater collections lines.
- Correctly and safely locate service taps for customers and contractors.
- Correctly and safely locate, uncover, raise, and repair manholes.
- Load and unload equipment, obtain necessary tools, and perform general maintenance of equipment. Perform ground preparation duties. Exercise care in operation to avoid undue damage to property. Guard against excessive work or costs due to damage.
- Jet and vacuum lines to prevent backups and to ensure maximum flow.
- Detect and report any unusual conditions, defective equipment, or operations to supervisor.
- Work emergency or "call-in" duty as required.
- Obtain permission from homeowner when required.
- Observe and report irregular conditions to ensure safety of crew including potential cave-ins.
- Operate all equipment on uneven terrain. Excavate closely around other utilities.
- Operate equipment effectively under difficult digging situations including close digging to subterranean objects without damage, mud, and rock.
- Correct use of tripod retrieval system and gas monitors.
- Maintain proper care and maintenance of assigned Greer Commission of Public Works vehicles and equipment.
- Wear necessary protective equipment and exercise extreme safety in tool, equipment, and vehicle operations.
- Comply with all safety rules and regulations, fully support Safety Program, always ensure job site safety, and immediately report any injuries, illnesses, and unsafe conditions or practices.
- Maintain regular and sustained attendance.
- Maintain all required licenses and certifications in active status through completion of necessary continuing education.

ESSENTIAL SKILLS AND EXPERIENCE

REQUIRED EDUCATION & EXPERIENCE

- High school diploma or equivalent.



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- Knowledge and understanding of appropriate safety procedures with ability to respond in emergency situations.
- Ability to operate excavation and heavy equipment.
- Ability to read and write with basic mathematical skills.
- Ability to distinguish colors.
- Ability to work in extreme weather conditions for extended periods of time.
- Ability to tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind, and rain.
- Ability to walk on uneven or steep ground.
- Working knowledge of the Microsoft Office suite.
- Strong organizational skills including record keeping, time management, and follow-up.
- Excellent attention to detail and sense of urgency, with the ability to prioritize, multi-task, handle interruptions, and meet timely deadlines while emphasizing quality and accuracy of work.
- Provide courteous, respectful, responsive, and efficient service to internal and external customers, anticipating and addressing needs promptly.
- Build positive relationships, maintain professionalism, and work cooperatively with diverse teams in a fast-paced environment while communicating clearly through speaking, writing, and active listening.
- Ability to work in extreme weather conditions for extended periods of time and tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind, and rain.
- Ability to walk on uneven or steep ground.
- Ability to lift up to 75 pounds and occasional heavy pushing/pulling with or without reasonable accommodation.

Licenses/Certifications

- Valid South Carolina Driver's License.
- CPR and First Aid.
- Ability to obtain WEASC Levels D or C Wastewater Collections System Operator license within one (1) year.
- Ability to obtain NASSCO PACP, MACP, LACP certifications.

POSITION RESPONSIBILITIES – NON-ESSENTIAL

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Ensure all data for inspections, service requests, and work orders are entered into Cityworks system (daily and weekly) and ensure all customer information is accurate.
- Offer respectful, well-thought-out suggestions and feedback to leadership regarding Collections System optimization and performance.

BENEFICIAL SKILLS AND EXPERIENCE

- Valid Commercial Driver's License (CDL).
- Perform other duties as assigned.

PHYSICAL DEMANDS - ADA GUIDELINES

Physical Demands

Stand	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
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This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.



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Walk	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Sit	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Handle / Finger	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Reach Outward	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Reach Above Shoulder	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Climb	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Crawl	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Squat or Kneel	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Bend	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Drive	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Lifting / Carrying Requirements				
10 pounds or less	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
21 to 50 pounds	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
51 to 100 pounds	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Pushing / Pulling Requirements				
12 pounds or less	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
13 to 25 pounds	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
26 to 40 pounds	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
41 to 100 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation.		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)		

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed

The Greer Commission of Public Works is a diverse organization that provides equal opportunity in employment and has a policy of zero tolerance against discrimination or harassment during employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.



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sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. The Greer Commission of Public Works prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.