

Job Title: CSM Operator
SCA Equivalent: 23580 Utility Worker
Effective Date: January 1, 2012
Latest Revision: January 1, 2021
AIP Target: 10% of Base Earnings
Profit Centers: 203, 204, 208, 209

Primary Accountability - Responsible for operating and maintaining the collection system - cleaning, maintaining and repairing sewer lines, pump stations, wet wells, septic tanks, interceptors, manholes, and related equipment and responding to emergencies as required.

Description of Primary Responsibilities

- 1) Responsible for performing the operation and maintenance of the collection system:
 - a) Accurately completes and submits pumping logs on a timely basis,
 - b) Cleans and maintains sanitary sewer lines, pump stations, wet wells, septic tanks, interceptors and manholes,
 - c) Performs routine checks of pump stations as directed by lead/manager,
 - d) Perform pump truck operations,
 - e) Investigates and responds to complaints relating to odors, sewer stoppages, etc.,
 - f) Performs troubleshooting and minor repairs of equipment,
 - g) Responds to emergencies and alarms, including after regular work hours, within established guidelines,
 - h) Verifies, maps, and reports lines,
 - i) Able to perform basic repairs of pump stations,
 - j) Review and evaluate monthly pump station run time logs and other reports,
 - k) Collects the process samples for testing from within the treatment plant and/or collection system,
 - l) Performs inspection of collection system installations,
 - m) Performs complex repairs to sanitary sewer lines, pump stations, wet wells, septic tanks, interceptors and manholes,
 - n) Reviews results of field inspections/tests of collections systems installations and ensures compliance with Aqua Engineers Inc. standards and specifications and makes recommendations of corrective actions.
- 2) Responsible for the operation and general maintenance of collection systems specialty equipment, tools, and vehicles:
 - a) Performs preventive and general maintenance of all equipment,
 - b) Performs general facility maintenance,
 - c) Configures and operates all regular and stand-by equipment,
 - d) Performs vehicle inspections and maintains vehicle logs per DOT Regulations.

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills, typically to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Performs work in response to workflow or ongoing direction by supervisors or others; ability to take direction and adapt to change.
- 4) Willingly accepts on-call responsibilities.

- 5) Consistently follows appropriate safety rules and practices.
- 6) Has the ability to effectively select from alternatives to situations encountered on the job.
- 7) Considers the impact of work product on other employees in the work process.
- 8) Possesses more advanced organizational skills, in order to organize projects or the work of others.

Professional & Technical Knowledge:

- 1) Possesses a basic level of written and verbal communication skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program.
- 2) Possesses knowledge of basic occupation hazards and safety principles.
- 3) Possesses specific knowledge and training in operation of equipment and mechanical systems used during the work process.
- 4) Possesses basic understanding of disposal regulations sufficient to determine proper disposal site.

Technical Skills:

- 1) Possess aptitude in the use of mechanical, electrical, and hand tools.
- 2) Has the ability to use sewer maintenance tools and equipment.
- 3) Has the ability to read and interpret location maps and process diagrams.
- 4) Has the ability to review basic correspondence and simple reports in Microsoft Word, Excel, and Outlook.

Licenses & Certifications:

- 1) Possesses a valid Hawaii Driver's License with CDL-B, tanker endorsement, air brakes, and no restrictions.
- 2) Possesses a valid State of Hawaii Department of Transportation medical examination certificate.
- 3) Successfully completes Ken Kerri Operation and Maintenance of Wastewater Collection Systems Book 1.
- 4) Successfully completes Ken Kerri Operation and Maintenance of Wastewater Collection Systems Book 2.
- 5) Possesses a valid state or national Grade I CSM Operator Certification.
- 6) Possesses a valid state or national Grade II CSM Operator Certification.
- 7) Successfully completes Ken Kerri Wastewater Treatment Course Book 1.
- 8) Successfully completes Ken Kerri Wastewater Treatment Course Book 2.
- 9) Possesses a valid Hawaii Wastewater Treatment Grade 1 Operator License.

Communications Skills:

- 1) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
- 2) Effectively conveys technical information to non-technical audiences.
- 3) Effectively communicates information in written (including electronic) correspondence.

Physical Demands:

- 1) Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.
- 2) Is able to be exposed to hazardous, unsanitary and unpleasant conditions.
- 3) Is able to work shift, weekend, and holiday schedules.
- 4) Is required to respond to emergency call outs.

5) Has the ability to perform heavy lifting (50#) and other manual work under adverse conditions.

Evaluation Guidelines

The following guidelines are used to determine the appropriate contribution assessment and associated pay range position:

Pay Level 1 (Entry-Level) – Demonstrates the ability to perform the following responsibilities and demonstrates the following attributes:

- Primary Responsibilities – 1a-d, 2a-c,
- Primary Attributes – GD 1-6, PTK 1-2, TS 1, LC 1-2, CS 1, PD 1-5.

Pay Level 2 (Developing) – Possesses all of the Pay Level 1 qualifications plus:

- Primary Responsibilities – 1e-f, 2d,
- Primary Attributes – GD 7, PTK 3-4, TS 2-3, LC 3-4.

Pay Level 3 (Fully Functioning) – Possess all of the Pay Level 2 qualifications plus:

- Primary Responsibilities – 1g-k,
- Primary Attributes – TS 4, LC 5, CS 2-3.

Pay Level 4 (Added Value) – Possess all of the Pay Level 3 qualifications plus:

- Primary Responsibilities – 1l-m,
- Primary Attributes – GD 8, LC 6-8.
- Has the ability to train other CSM Operators in job duties.

Pay Level 5 (Unique) – Possess all of the Pay Level 4 qualifications plus:

- Primary Responsibilities – 1n,
- Primary Attributes – LC 9.

Comments