

## **OPERATIONS DEPARTMENT**

### **JOB DESCRIPTION: INTERCEPTOR ASSISTANT**

#### **HAMPTON ROADS SANITATION DISTRICT**

#### **I. FILE GUIDE REFERENCE**

A.	GRADE	:	2
B.	POSITION TITLE	:	Interceptor Assistant
C.	IMMEDIATE SUPERVISOR	:	Interceptor Foreman
D.	LOCATION	:	NS/SS Operations

#### **II. DEFINITION**

Performs manual and semi-skilled labor, housekeeping and groundskeeping activities for HRSD pumping stations, force mains lines, maintenance centers, and other HRSD property.

#### **III. EXAMPLES OF DUTIES**

Conducts supervised work activities based on specific instructions and schedules; performs tasks and assignments as directed; follows objectives, goals, priorities, operating policies, procedures and programs of the Interceptor Systems Department; performs activities such as, but not limited to: operating portable pumps and pneumatic tools, and other heavy equipment; remove rags, etc. from pump station motors; may assist carpenters, painters, mechanics or other tradesmen when required; clean building areas, decks, floors, gratings, and other areas to remove dirt sludge, sewage, etc.; cleans, scrapes, and paints equipment and buildings; unload delivery trucks and store materials and supplies; cuts grass and performs other yardwork; cleans sidewalks, streets, and storage areas; excavates trenches and other ground areas, by using backhoes or shovels; operates motor vehicles and heavy equipment as needed; raises and lowers manhole covers; assists in building forms for sidewalks and helps with cement finishing; assists in digging, repairing, and bracing sewer lines; may operate HRSD truck or other vehicles; use hand tools and power equipment as needed; completes schedule or assigned work activities in satisfactory and timely manner; prevents misuse and abuse of HRSD equipment, property, and resources; cooperates and works well with others; follows instructions, and exhibits dependability.

#### **IV. QUALIFICATION STANDARDS**

##### **1. Education**

High school diploma or GED highly desirable. Must have high school diploma or GED to advance to Apprentice level. Must have the ability to interact and communicate, verbally and in writing, with employees from diverse backgrounds and at all levels of the organization.

##### **2. Experience**

Some experience in performing semi-skilled maintenance or construction tasks.

3. Special Licenses

Must possess and maintain a valid Operator's License (from state of residence).

4. Knowledge, Skills & Abilities

Must be able to follow instructions, procedures, and schedules.

**V. WORKING CONDITIONS**

Must be available to work overtime and/or unusual hours as necessary. Must work in varying climatic conditions outdoors. Must be immediately accessible by telephone in order to respond to emergencies according to a Stand By schedule or as announced. Indoor work environment may be regularly hot, cold, misty and/or unventilated. Work environment exposes incumbent to hazardous materials. Nature of work requires employee to be accessible at home by telephone. Work requires incumbent to handle wastewater or wastewater products.

**VI. PHYSICAL REQUIREMENTS**

Work requires ability to lift heavy load (over 75 pounds). Over 50% of work involves walking, climbing, standing or bending. Works, at times, in an OSHA designated environment (over 85 decibels). Must be medically certified to wear a respirator up to half an hour.

Incumbents must have the physical dexterity to accomplish the duties, in the manner noted, as referenced in this and the above sections (Definition, Example of Duties, Qualifications Standards & Working Conditions).

**VII. OTHER**

Must be authorized to work in the U.S. Medical certification of physical requirements may be required.

**APPROVED**  
**DIRECTOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HR MANG** \_\_\_\_\_ **DATE** \_\_\_\_\_