

Organization:	Roseburg Urban Sanitary Authority (RUSA)	Date:	October 6, 2026
Location:	Roseburg, Oregon	Category:	Collection I OIT
Department :	Collections	Level:	6
Job Title:	Collection I OIT	FLSA Status:	Non-exempt

JOB SUMMARY:

This is standard manual work in the wastewater collection system or other related RUSA facilities involving installations, maintenance, repair, and construction activities. Work involves responsibility for the use of equipment, vehicles, and hand tools in the construction and maintenance of sanitary sewers and maintenance of the Natural Treatment System. Work involves a variety of operations and is performed under various weather conditions. This position is a training position with a natural progression towards the Collections Operator II position as experience and availability allows.

SUPERVISORY RECEIVED AND EXERCISED:

This position works under the direct supervision of a Collection Operator II or the Collection Supervisor and under the general supervision of the Collection System Superintendent. Supervision is not a typical function assigned to this position but may be required to supervise seasonal or part time employees.

MINIMUM JOB REQUIREMENTS:

- Must pass the pre-employment background check.
- Must have an Oregon Driver's License and have a driving record that meets Roseburg Urban Sanitary Authority's driving standards.
- Must pass a post-offer physical.
- Must pass a pre-employment drug screening.
- High School diploma, or completion of a GED® Certificate.
- Live within a 45-minute commute of the RUSA Office.

SPECIAL REQUIREMENTS/LICENSES:

- Obtain a Wastewater Collection Grade I certification from the Oregon Department of Environmental Quality within 18 months of appointment.
- Obtain a valid Oregon Class "B" commercial driver's license (CDL) permit within 60 days of appointment, a valid Oregon Class "B" CDL within 180 days of appointment and a valid Oregon Class "A" CDL within 36 months of appointment.
- Obtain and maintain a Work Zone Traffic Control and valid First Aid/CPR card within one year of appointment.
- Must complete Asbestos Awareness class within 18 months of appointment.

DESIRABLE QUALIFICATIONS:

- Possession of a Wastewater Collection certification from the Oregon Department of Environmental Quality.
- Possession of a Wastewater Treatment certification from the Oregon Department of Environmental Quality.
- Possession of a valid Oregon Class "A" or "B" commercial driver's license (CDL).

ESSENTIAL JOB FUNCTIONS:

- As a crew member, install, maintain, inspect, and repair the sanitary sewer system, including clean sanitary sewer collection lines; remove debris; install, inspect, and repair manholes; install and remove flow monitoring equipment; mow vegetation; inspect and maintain pump stations and lift facilities; perform traffic control; etc.
- As experience allows, operate various equipment used in the construction and maintenance of a sanitary sewer system, e.g. service trucks, combination trucks (flusher), backhoe, dump trucks, compactors, shoring jacks, compressors, mower, jack hammer, chain saw, mini-camera television inspection equipment, concrete saws or other equipment related to assigned work etc. Load/unload heavy materials and bulky objects from trucks and other related special equipment.
- Gain knowledge of the CCTV equipment, and as experience allows occasionally operate CCTV equipment.
- Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, cleaning, etc. Adhere to established maintenance schedules on vehicles and equipment.
- Perform various building/grounds maintenance tasks, including minor carpentry and plumbing duties.
- Will be required to perform after-hours emergency callouts. This duty is on a rotating basis with all eligible Collections Department personnel participating.
- May require working on rotating shifts, weekends, and holidays.
- Entry to, manholes, bunkers, and other confined spaces is required on an infrequent basis.
- Driving is an essential function of this position.
- Ability to effectively communicate and maintain cooperative working relationships with RUSA staff, other organizations, and the public.
- Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

- Provide assistance to other staff as workload and staffing levels dictate.
- Assist at the Wastewater Treatment Facility as needed.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Perform work safely and in accordance with OSHA regulations.

PHYSICAL DEMANDS OF POSITION:

- Ability to perform tasks where the employee is frequently required to stand, sit, bend, stoop, push/pull, twist, balance, communicate, reach, and manipulate objects, tools, or controls.
- Activity and types of duties performed require mobility, manual dexterity, and coordination.
- Many duties are physically demanding and may occasionally require moving materials weighing up to 100 pounds.
- Movement of materials weighing up to 25 pounds may consume up to 15% of the work period.
- The majority of duties take place outside of buildings on a year-round basis with exposure to all types of weather conditions, sewage, biohazards, traffic, dirt, oil, grease, fumes, noise, and chemicals.