



IVGID Job Announcement

IVGID is currently accepting applications for a **Collection/Distribution Operator in Training (OIT)/Operator I-II**. This is a full time, year round, hourly (non-exempt) position with the Public Works team. *One position to be filled at the level of OIT, Operator I or Operator II depending on experience and certifications.*

Compensation: \$27.69 - \$33.23/hour DOE/DOQ **OIT**
\$33.69 - \$40.43/hour DOE/DOQ **Operator I**
\$36.76 - \$44.11/hour DOE/DOQ **Operator II**

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Twelve paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (with resume) at www.yourtahoepace.com/jobs
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoepace.com 775-832-1100

Deadline to Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 04/11/25

COLLECTION/DISTRIBUTION OIT - SUMMARY

Learns maintenance and repair of wastewater collection systems, water distribution systems and wetlands facility by performing the following duties. This is a trainee level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Performs maintenance/repair of wastewater collection and water distribution systems, including but not limited to, sanitary sewer line cleaning, CCTV inspections, manholes, mains, service lines, meters, pressure reducing stations, valves, fire hydrants and other related duties. This involves manual labor such as digging and excavating, often in extreme weather conditions.
3. Operates a variety of hand, power and pneumatic tools such as jackhammers, chain saws, pipe cutters, hydraulic units, compressors etc. Operates or assists in operating large equipment such as sewer line cleaning/vacuum trucks, CCTV truck, valve exercising unit and various snow removal equipment including loaders, blowers, sand trucks, etc.
4. May assist meter technician in various aspects of their duties
5. Documents and maintains records; completes paperwork as needed for work orders, personal time sheets, customer service requests, and computer data entry.
6. Fulfills "on call" requirements for a 7-day consecutive period, on a rotating basis; after completing the first level certification requirements.
7. An Operator in Training will learn to perform duties outlined in Collection/Distribution Operator I job description.
8. Follows safety procedures/guidelines, which may include confined space, trenching/shoring and respiratory protection.

9. Performs snow removal at the District's facilities as assigned and fulfills Lead Snow Watch requirements for a seven-day consecutive period during the winter months.

SUPERVISORY RESPONSIBILITIES

Occasionally may be required to coordinate projects or emergency responses.

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

EDUCATION and/or EXPERIENCE

High School diploma or General Education Degree (GED) and one-year heavy equipment or pipeline experience preferred.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization. Effective communication skills required to participate in peer evaluations and feedback process used in all aspects of this work environment (i.e., staff meetings, training, evaluations, disciplinary actions, etc.)

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid Driver's License and, within two years of employment, a valid Class B Commercial Driver's License with tanker endorsement. This position has been identified as a Safety Sensitive position and subject to random drug and alcohol testing. Ability to obtain within one year from date of employment OSHA compliant Forklift License and Nevada Flagger certification and attend a 10-hour OSHA construction safety class. Obtain the following certifications within twelve months from date of employment in this position: Grade I Collection OIT Certification from California Water Environment Association (CWEA) and a Grade I OIT Distribution Certification from American Water Works Association (AWWA) or other approved agencies. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Ability to work closely with others as a team in a self-directed work environment. Must be self-motivated and show a high level of initiative. Must be available for and able to assist on emergency callouts and to work overtime as required. Good computer and customer service skills; and ability to work courteously and efficiently with the public.

PHYSICAL DEMANDS (OIT/Op. I-II) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants or incumbents encouraged to discuss potential accommodations with employer.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.

WORK ENVIRONMENT (OIT/Op. I-II) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock and radiation from the sun. The employee is frequently required to work in confined space and is frequently exposed to high, precarious places and vibration. The employee is occasionally exposed to wet and/or humid conditions and flammables. May be exposed to blood-borne pathogens. The noise level in the work environment is usually very loud.

COLLECTION/DISTRIBUTION OPERATOR I - SUMMARY

Operates and maintains the District's wastewater collection systems, water distribution systems and wetlands facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following.

Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Installs, maintains and repairs wastewater collection and water distribution systems, including but not limited to, sanitary sewer line cleaning, CCTV inspections, manholes, mains, service lines, meters, pressure reducing stations, valves, fire hydrants and other related duties. This involves manual labor such as digging and excavating, often in extreme weather conditions.
3. Assists with a variety of construction projects.
4. Operates a variety of hand, power and pneumatic tools such as jackhammers, chain saws, pipe cutters, hydraulic units, compressors, etc. Operates or assists with operating large equipment such as sewer line cleaning/vacuum trucks, CCTV truck, valve exercising unit and various snow removal equipment, including loaders, blowers, sand trucks, etc.
5. Operates and drives all heavy equipment including backhoes and loaders along with commercial license required vehicles including, dump trucks and combination vacuum trucks.
6. Locates pipe and leaks using electronic detection equipment including sewer video work collecting data for files and future maintenance.
7. Troubleshoots customer complaints and evaluates emergency callouts.
8. Performs snow removal at all IVGID facilities, and may coordinate snow removal activities; fulfilling Lead Snow Watch requirements for a 7-day consecutive period during the winter months.
9. Fulfills "on call" requirements for a 7-day consecutive period, on a rotating basis.
10. Follows safety procedures and guidelines, which may include confined space, trenching/shoring and respiratory protection.
11. Documents and maintains records; completes paperwork or input as needed for work orders, snow removal sheets, personal time sheets, customer service requests and asset management programs.
12. Assists with training of others as needed.
13. May assist Meter Technician in various aspects of duties.

SUPERVISORY RESPONSIBILITIES

Occasionally required to coordinate projects, emergency responses or work direction of others.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and one year related experience, including heavy equipment operation; or equivalent combination of education or experience.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization. Effective communication skills required to participate in peer evaluations and feedback process used in all aspects of this work environment (i.e., staff meetings, training, evaluations, disciplinary actions, etc.).

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid Driver's License and, within two years of employment, a valid Class B Commercial Driver's License with tanker endorsement. This position has been identified as a Safety Sensitive position and subject to random drug and alcohol testing. Ability to obtain within one year from date of employment OSHA compliant Forklift License and Nevada Flagger certification and attend a 10 hour OSHA compliant safety course. Possess Grade I Collection certification from California Water Environmental Association (CWEA) or Nevada Water Environmental Association (NWEA) and Grade I Distribution certification from American Water Works Association (AWWA) or State of Nevada Department of Environmental Protection (NDEP). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor. May require Closed Circuit Television (CCTV) equipment certification.

OTHER SKILLS OR ABILITIES

Ability to work closely with others as a team in a self-directed work environment. Must be self-motivated and show a high degree of initiative. Must be available for and able to evaluate emergency callouts and to work overtime as required. Good computer and customer service skills; and ability to deal courteously and efficiently with the public. Heavy equipment operating skills.

COLLECTION/DISTRIBUTION OPERATOR II SUMMARY

Operates and maintains the District's wastewater collection systems, water distribution systems and wetlands facility by performing the following duties. May act as lead for snow removal crew operations at various District facilities. This is an intermediate level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Installs, repairs and maintains wastewater collection and water distribution systems, including but not limited to, sanitary sewer line cleaning, CCTV inspections, manholes, mains, service lines, meters, pressure reducing stations, valves, fire hydrants and other related duties. This involves manual labor such as digging and excavating, often in extreme weather conditions.
3. Troubleshoots customer complaints and evaluates emergency callouts.
4. Assists with a variety of construction projects.
5. Operates a variety of hand, power and pneumatic tools such as jackhammers, chain saws, pipe cutters, hydraulic units, compressors, etc. Operates or assists in operating large equipment such as sewer line cleaning/vacuum trucks, CCTV truck, valve exercising unit and various snow removal equipment including loaders, blowers, sand trucks, etc.
6. Operates and drives all heavy equipment including backhoes and loaders along with commercial license required vehicles such as dump trucks and combination vacuum trucks.
7. Locates pipe and leaks using electronic detection equipment, including sewer video work collecting data for files and future maintenance.

8. Performs snow removal at various IVGID facilities and may coordinate snow removal activities and fulfills Lead Snow Watch requirements for a seven-day consecutive period during the winter months.
9. Fulfills "on call" requirements for a 7-day consecutive period, on a rotating basis.
10. Follows safety procedures and guidelines, which may include confined space, trenching/shoring and respiratory protection. May coordinate safety program for Pipeline unit and related training.
11. Documents and maintains records; completes paperwork or input as needed for work orders, snow removal sheets, personal time sheets, customer service requests and asset management programs.
12. Assists with training of others as needed.
13. May assist meter technician in various aspects of duties.
14. May perform or assist in all meter testing, CCTV work, pressure reducing valve maintenance, duties and related paperwork.

SUPERVISORY RESPONSIBILITIES

May be required to coordinate projects, emergency responses or work direction of others.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and two years related experience including heavy equipment operation; or equivalent combination of education or experience.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization. Effective communication skills required to participate in peer evaluations and feedback process used in all aspects of this work environment (i.e., staff meetings, training, evaluations, disciplinary actions, etc.).

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess valid Driver's License and within 2 years a valid Class B Commercial Driver's License with tanker endorsement. This position has been identified as a Safety Sensitive position and subject to random drug and alcohol testing. Ability to obtain within six months from date of employment OSHA compliant Forklift License, Nevada Flagger certification and 10 hour OSHA compliant safety course. Possess Grade II Collection certification from California Water Environmental Association (CWEA) or Nevada Water Environmental Association (NWEA) and Grade II Distribution certification from American Water Works Association (AWWA) or State of Nevada Department of Environmental Protection (NDEP). May require Closed Circuit Television (CCTV) equipment certification. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Ability to work closely with others as a team in a self-directed work environment. Must be self-motivated and show a high degree of initiative. Must be available for and able to evaluate emergency callouts and to work overtime as required. Good computer, customer service and lead skills; and ability to deal courteously and efficiently with the public. Heavy equipment operating skills.