

## **Village of Whiting (Job Description)**

**Position title:** Utilities Operator

**Reports to:** Director of Public Works & Utilities

### **Position Objective:**

Under direction, perform a variety of skilled and semi-skilled work as required for the efficient operation, maintenance, and housekeeping of the water system, wastewater facilities, lift stations, collection system, and related equipment. This position also includes job duties within the public works department which includes streets, parks, snow removal, compost site management, forestry and arborist related activities, and maintenance to all village equipment and grounds. It is necessary for this position to be cross-trained and perform duties in both the utilities and public works departments.

### **Characteristics of the Position:**

The operator position performs tasks independently under the general supervision of the Director of Public Works & Utilities. Responsibilities of the employee include the monitoring and regulation of process control to maintain compliance with local, state, and federal regulations and laws. Performs necessary sampling and laboratory testing. Maintains and repairs collection system and lift stations. Maintains and repairs water system; including the nitrate removal system, wells and water tower. Be proficient in the use of various hand tools and equipment and may need to perform minor electrical maintenance. Maintains, modifies and repairs process equipment including, pumps, motors, gauges and instrumentation. Operates sludge processing equipment. Maintains streets (shouldering, pothole repair, sign replacement/repair) and parks (grass cutting, landscape maintenance). May be expected to perform work in extreme weather conditions and respond to calls 24 hours a day, 7 days a week. Ability to respond to calls within 15 minutes and on site within 30 minutes. Weekend work and holiday work is required on a rotational basis.

### **Essential Functions:**

- Perform lab procedures for the examination of water and wastewater as well as necessary maintenance of laboratory equipment and safe use of chemicals
- Record readings, controls, speeds, levels, pressures and temperatures at facilities daily
- Inspect equipment and samplers; set valves; observe operating conditions; collect samples for laboratory analysis
- Must be able to identify colors
- Must be able to safely maintain and operate heavy and light duty equipment, power tools, and hand tools
- Effectively communicate with fellow employees
- Perform a variety of physical labor activities as needed including shoveling, repetitive lifting of up to 50 pounds, stooping, bending, reaching and climbing
- Must be able to climb ladders and stairs
- Must follow good safety practices at all times

- Must work alone on routine duties with minimum supervision
- Operate a computer to enter, retrieve or modify data; verifies accuracy of entered data; utilizes word processing, spreadsheet, SCADA, or other programs
- Perform grounds keeping functions and housekeeping duties of all facilities (mow, string trim, landscape maintenance, etc.)
- Maintain and repair collection system and distribution system
- Assist in the training of other employees
- Complete and submit various records and forms to respective groups and organizations (to include the preparation of regulatory reports)
- Order various parts and supplies (pump parts, chemical supplies, replacement parts, etc.)
- Handle hazardous chemicals safely
- Locate underground utilities
- Operate sewer jetter and televising equipment
- Read, install, and repair water meters
- Perform cross connection inspections
- Perform hydrant maintenance including flushing, flow testing, painting, and repairs
- Exercise water main valves and maintain valve records
- Perform landfill testing and comply with reporting requirements
- Perform basic electrical, carpentry, plumbing, HVAC, and landscape maintenance
- Maintain and repair Village equipment and vehicles
- Safely remove and/or prune trees and brush as well as operate wood chipper
- Maintain village streets (potholes, shouldering, line painting, street signs, etc.)
- Maintain and improve parks (restrooms, ball diamonds, playground equipment, shelters, etc.)
- Operate compost site (irrigate, move piles, load residents with different materials, etc.)
- Must be able to hold and maintain a valid drivers license and CDL if requested

**Knowledge and Responsibilities:**

- Ability to accurately calculate figures and amounts such as proportions, percentages, area, circumference, volume, and liquid flow rates to make thorough operational decisions
- Ability to solve practical problems and to deal with a variety of variables in situations where only limited standardization exists to make thorough and sound operational decisions
- Possess commitment to the organization; willingness to take initiative; dependability and self confidence
- Individual must be able to accurately perform, control and maintain lab procedures, chemical feed rates and lab equipment operations
- Must be able to communicate using tact and diplomacy with salespersons, suppliers, industries, tour groups, other governmental agencies, general public and Village employees
- Must be able to produce quality, accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively

**Working Conditions:**

- This individual will be working around noisy equipment, toxic and combustible gasses, hazardous chemicals and electrical circuits
- This position involves the reading of water meters, including the traversing of lawns, streets and yards during all weather conditions as well as the ability to traverse stairways to basements
- This position will require work to be performed under extreme conditions (temperature, rain, snow, etc.)

**Desired Experience and Training:**

Graduation from an accredited college, university or technical school with major work in water and wastewater operations, biology, environmental science, chemistry or closely related field with experience in water and wastewater treatment operations, maintenance, engineering, and laboratory work desirable.

**Certification Requirements:**

- Obtain a Wisconsin Water Operator Certification (grade 1) in the following sub-grades [groundwater (G), distribution (D), zeolite softening (Z)] within two (2) years of employment.
- Obtain a Wisconsin Wastewater Operator Certification (advanced level) in the following sub-grades [biological treatment – suspended growth (A1), solids separation (B), biological solids/sludge handling and processing (C), disinfection (D), nutrient removal – total phosphorus (P)] within four (4) years of employment.

This description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and or essential functions. The Village retains and reserves the right to change, modify, add to or delete from any section of this document as it deems in its judgment to be proper