

JOB DESCRIPTION



UTILITY OPERATOR I PUBLIC WORKS & UTILITIES

PURPOSE:

The purpose of the Utility Operator I - Utility position is to assist in performing activities for the proper operation and maintenance of the wastewater treatment facility, collection system, lift stations, wells, water tower, and water distribution system.

AUTHORITY:

The Utility Operator I - Utility employee has the authority to perform such duties as required for the efficient administration of Hortonville's utility systems. This employee is directly responsible to the Wastewater Operator and/or the Public Works Superintendent.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Valid Wisconsin driver's license.
- Associate's Degree in a Water/Wastewater related field or equivalent experience in general utility operations.
- WDNR "OIT" certification in sub-grades A1, C, P, D, L, and SS to be obtained within 2 years.
- WDNR Grade "T" certification in Groundwater and Distribution to be obtained within 1 years.

SPECIAL REQUIREMENTS OR ACCREDITATIONS:

- This position is required to acquire, keep, and maintain a current Wisconsin Department of Natural Resource Grade 1 Water Certification by attaining continuing education credits.
- This position is required to acquire, keep, and maintain a current Wisconsin Department of Natural Resource Basic Wastewater Certification by attaining continuing education credits.
- This position is subject to random drug and alcohol testing.

NATURE OF WORK:

This is a full time position responsible for assisting in the operation and maintenance of the municipal water and sewer system. This position will also assist in minor maintenance duties and repairs on all municipal buildings, and perform routine street and park maintenance. Position will further carry out all other assignments/tasks as assigned by the Wastewater Operator or the Director of Public Works.

JOB FUNCTIONS:

1. Perform laboratory tests as required by the WDNR and the WPDES Permit.
2. Perform daily record keeping.
3. Perform meter reading and meter exchanges.
4. Perform water and sewer locating per Diggers Hotline guidelines.
5. Perform hydrant maintenance, distribution system flushing, and valve exercising.
6. Check/maintain proper operation of lift stations and wells.
7. Assist in the completion of WDNR monthly reports.

8. Assist in maintaining the laboratory Quality Control Program.
9. Assist in developing and implementing process control and maintenance programs to ensure the proper operation of the Utility.
10. Maintain inventory of the Utilities equipment and chemicals.
11. Assist the Wastewater Operator and the Director of Public Works with capital improvement projects pertaining to the Utility.
12. Assist in the maintenance of all Village streets, municipal buildings and facilities, parks and grounds, cemetery, parking lots, sidewalks and snow removal operations.
13. Assist in the supervision of part time employees.
14. Operate a variety of equipment (i.e. trucks, tractors, loader, etc.) utilized for distribution system, road, and street maintenance.
15. On-Call Duty.
16. Any and all other duties as assigned by the Superintendent or Director of Public Works.

REQUIREMENTS (KNOWLEDGE/SKILLS/ABILITIES):

1. Ability to monitor chemical concentrations in drinking water.
2. Ability to assist in the collection and processing of all SDWA and WPDES samples.
3. Knowledge of the precautions necessary to work safely in and around vehicular traffic.
4. Ability to read and understand work instructions and schedules, warning signs and instruction manuals for equipment operation.
5. Establish and maintain working relationships, and communicate effectively, with supervisors, co-workers, other Village personnel, buildings/grounds users, and the public.
6. Must have a flexible schedule in order to work regularly scheduled rotational on-call duties.
7. Must be dependable and able to work in a fast paced environment.
8. Required to respond to emergency situations.

PHYSICAL DEMANDS:

- Material handling up to 60 lbs. and pushing/pulling up to 100 lbs.
- Stand, walk, or sit for long periods of time.
- Work with arms extended.
- Use hands/fingers to manipulate tools, levers, and steering wheels in a coordinated manner.
- Maintain balance while climbing in and out, or on and off, equipment cabs and vehicles.

ENVIRONMENTAL CONDITIONS:

- Performing job duties under adverse weather conditions, including extreme temperatures.
- Operating equipment.
- Extremes of noise or vibration.
- Hazardous materials, including skin or lung irritants, odors, toxic fumes, chemicals, electrical radiation, or other dangerous materials.

NON-DISCRIMINATION POLICY:

The Village of Hortonville is an Equal Opportunity Employer. In addition, the Village does not discriminate on the basis of physical or mental disabilities as applied to all employee categories and all phases of employment, including recruitment, selection, promotion, demotion, training, discipline, termination, lay-off, benefits, and salary administration.

June 27, 2018