



## WATER OPERATOR

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| <b>Department:</b> Utilities                               | <b>FLSA Status:</b> Non-Exempt              |
| <b>Division:</b> Water                                     | <b>Job Status:</b> Non-Bargaining Unit      |
| <b>Reports to:</b> Director of Public Works/City Engineer  | <b>Location:</b> Plymouth Utilities CTH PP  |
| <b>Prepared by:</b> Director of Public Works/City Engineer | <b>Approved by:</b> Plymouth Common Council |
| <b>Date:</b> May 26, 2022                                  | <b>Date:</b> May 31, 2022                   |

### GENERAL DESCRIPTION

This position performs a variety of skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and reconstruction of municipal sewage collection and water utility systems. This position performs work for the municipal lift stations, sanitary sewage collection system, reservoirs, well houses, and water distribution system. The work is performed under the general administration of the Water Foreman and under the administrative policies of the Wisconsin Department of Natural Resources.

### JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

#### Examples of Essential Job Functions

- Assists in the coordination, installation and maintenance of water mains, services and their associated components.
- Assists in maintaining proper chemical treatment in the water supply.
- Assists in maintaining appropriate inventories of chemicals, supplies and equipment.
- Monitors the SCADA system for the water and sewer systems and troubleshoots problems that may arise.
- Assists with the installation and removal of water meters/test water meters.
- Assists with maintenance to pump stations and wells.
- Reports, repairs and replaces defective water mains, water service laterals, water valves, valve boxes and fire hydrants.
- Flushes water distribution system.
- Responds to emergencies involving the water distribution system as necessary, including on-call responsibilities and determine appropriate action to be taken.
- Reads meters, turns on and shuts off services, and responds to customer problems or complaints.
- Locates underground water distribution and service infrastructure for all Digger Hotline notifications.

### OTHER DUTIES

- Must be able to participate in a rotating on-call schedule and work overtime during emergency and normal operations as needed.
- Maintains records of the lead water service laterals.
- Performs other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of modern operation and maintenance principles and practices.
- Thorough knowledge of mechanical pumps and electrical equipment.
- Basic proficiency in computer operations including Word and Excel and possess the ability to develop these skills further.
- Knowledge of EPA, DNR and PSC rules and regulations preferred.
- Ability to safely perform confined space entry and trench excavation work.
- Ability to get along well with others and the general public.
- Ability to express oneself clearly and concisely, orally and in writing.

- Good professional judgement.

## EDUCATION AND TRAINING

- High school graduate or GED Equivalent.
- Completion of a degree program in Water Treatment Preferred.
- Considerable experience in the operation of municipal sanitary sewer, water main, well houses, and lift stations.
- Course work in continuing education of recognized standing in the area of wastewater engineering or wastewater operator training.
- Possess a Wisconsin Grade 1 Waterworks Operator's certificate in the categories of Groundwater (G), Distribution (D), along with one (1) year of satisfactory experience in the operation of these subclass(es). Ability to obtain Iron Removal (I) subclass when required by supervisor.
- Possess Wisconsin Wastewater certification for Sanitary Sewage Collection System (SS) or the ability to obtain within 6 months of hire.
- Possess and maintain a valid Wisconsin motor vehicle operator's license and Commercial Driver's License Class B (CDL) for air brake.
- Required to live within 15 miles from the nearest corporate boundary of the City within 12 months of hire.

## WORKING CONDITIONS

While performing the duties of this job, the employee typically works in outside weather conditions. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The employee works in high, precarious places or below grade and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to stand. The employee is required to walk; talk or hear; sit; climb or balance; climb stairs: stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.