

VILLAGE OF EAST TROY
POSITION DESCRIPTION
Utility Operator/Laborer
Full-Time

GENERAL FUNCTION

Under the direction of the Public Works Director, the Utility Operator/laborer performs duties related to the operation of Village water and wastewater facilities.

REPORTS TO

Public Works Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Assist with process control, and the daily operations of the wastewater treatment plant, collection system, lift stations, wells, distribution system, and all related components and processes to ensure efficient operation of the utility.
2. Maintain shift logs, equipment records and maintenance logs, record meter and gauge readings, monitor all components of the wastewater and water utility without limitation.
3. Operate valves and gates either manually or by remote control, start and stop pumps, engines and generators to control and adjust flow, or gauge readings.
4. Assist with utility response to emergency situations and respond to floods, including basement backups, storms, spills and other special or emergency situations.
5. In the event of an emergency the operator must perform routine maintenance functions, extracting samples and performing routine laboratory tests and analysis, operating all equipment for the wastewater treatment process, lift stations and collection system.
6. Must be willing and able to work alone on weekends and holidays. Hours may be irregular. The work schedule shall include 'on call' as required or as implemented.
7. Assist in operations of treatment facilities to control flow and processing of wastewater, sludge, and effluent.
8. Monitor gates, meters, and control panels.
9. Observe variations in operating conditions and interpret meters and gate readings and test results to determine processing requirements.
10. Operates and maintains power generating equipment.
11. Make recommendations to the Director on wastewater and water process control and maintenance.

12. Will work in a safe, professional, and proficient manner.
13. Perform laboratory testing to ensure plant performance and compliance in wastewater and water departments.
14. Perform daily, monthly, quarterly, annual, and special sampling of wastewater and water systems.
15. Change and install water meters.
16. Perform minor and major mechanical maintenance and repair on all wastewater/water equipment.
17. Perform duties of machinist, millwright and pipefitter as needed.
18. Maintain a GIS data base.
19. Operate and perform maintenance on vehicles and heavy equipment including dump trucks, backhoes, and portable trailer-mounted pumps.
20. Maintain required licensing and certifications through continuing education.
21. Assist as needed with snowplowing or mowing.
22. Assist with Storm sewer maintenance and repair.
23. Perform office duties such as data entry, filing and bookkeeping.
24. Maintain prompt, predictable and regular physical attendance.

EXPERIENCE, TRAINING, QUALIFICATIONS

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to prioritize, perform work independently, to manage multiple priorities and projects and maintain confidentiality are essential to this position. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must possess a valid Wisconsin Commercial Driver's License with tanker and air brake endorsements.

Education and/or Experience

Position requires Wisconsin Wastewater Operator Certification with subclasses A1, B, C, D, P and L. Also required is Wisconsin Municipal Waterworks Operator Certification with. An individual with relevant experience working towards receiving the required Wisconsin Municipal Wastewater or Waterworks Operator's Certifications will be classified as a Utility Laborer until one certification is obtained (Wastewater or Waterworks).

Working knowledge of computers, Internet, and software (Outlook, Word, Excel) and the ability to learn upgrades as they occur as well as data entry experience required. Knowledge of

wastewater and water equipment software. Must have the ability to operate basic office equipment including a copier, fax machine, scanner, telephone, and computer.

Language Skills

Ability to read and comprehend various documents, communications and materials including, but not limited to instructions, correspondence, safety notices, procedural guidelines, laboratory equipment and laboratory reports. Ability to respond to questions and effectively present information in one-on-one situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percentage.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

- Must be able to: lift and move objects up to 75 pounds by carrying and moving more than two steps; differentiate odors using olfactory senses; remain in a stationary/seated position or remain in a standing position for sustained periods of time; clearly see materials with near and far sight, distinguish and identify colors and/or shades, observe an area above, below or to either side while the eyes are fixed on a given point, judge distances and spatial relationships three-dimensionally and bring objects into sharp focus; move on foot to accomplish tasks, or move from one work site to another; bend, twist, squat, crouch, kneel, ascend heights by ladder, stairs, scaffolding and the like using legs and feet and/or arms and hands; push using hands and arms to exert force in order put object(s) in motion; pulling using arms and hands to exert force in order to draw object(s) in specified direction; reach arms and hands above shoulders; grasp and hold large and small objects with hands and/or fingers including hold and operate hand tools and various power tools; complete repetitive hand motions; perform eye-hand coordination; hear and listen to sounds in low and high ranges and distinguish between various sounds; work in hot and cold temperatures, work in all outdoor weather conditions, work in spaces with limited visibility, confined spaces, in close proximity to moving equipment and machinery, operate a vehicle larger than a car; travel to other locations outside plant facility. Risk of bodily injury. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, front end loaders, backhoes, sludge spreading equipment, dump trucks, telephone, computer terminal and two-way radios.

Environmental Exposure

Position requires working with and around fumes, unpleasant odors, hazardous, explosive, and toxic chemicals and gases, bodily fluids, communicable diseases, around sounds more than 80 dBs, alongside moving traffic on roads and electrical hazards.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Village of East Troy is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Revised 5/28/2021.