

VILLAGE OF OSCEOLA, WI

TITLE: UTILITY OPERATOR
DEPARTMENT: PUBLIC UTILITIES

FULL JOB DESCRIPTION

GENERAL DESCRIPTION OF DUTIES:

The primary responsibilities for this position are the operation and maintenance of the water distribution system and wastewater collection system and treatment plant. This position occasionally responds to after-hours call-outs. This position has no regular supervisory responsibility and is non-exempt. This position requires some travel to obtain certification and fulfill continuing education requirements.

ESSENTIAL JOB FUNCTIONS

- Operate, maintain, and repair all water distribution and pumping equipment, sewer collection and wastewater treatment plant equipment as assigned or necessary.
- Perform daily sampling and testing to maintain compliance with DNR and EPA regulation and as defined by sampling schedule and WPDES permit.
- EMOR, DMR, and other DNR and EPA reporting as required or assigned.
- Inspect, diagnose, and perform repairs to pumps, motors, panels, VFDs, power transmission systems, chemical feed equipment, SCADA equipment, or other equipment as assigned.
- Daily, weekly, monthly, and annual inspection and maintenance of all lift stations, well houses, towers, and distribution system components as assigned.
- Oversee and assist contracted repairs on equipment.
- Collect drinking water or wastewater samples as required. Test samples or ship to lab as needed.
- Work short weekend shift in rotation and be available for after-hours emergencies.
- Maintain and repair utility operating equipment.
- Utilize proper safety precautions and procedures related to all work performed.
- Record daily reporting and process control requirements. Prepare reports and maintain records for PSC and DNR.
- Perform Diggers Hotline utility locating services.
- Perform updates to internal GIS system using various methods, tools, and smart phone or PC based equipment.
- Record and document maintenance, testing results, and repairs performed using traditional methods or GIS equipment and applications.
- Perform and document inspections related to service lines, cross connections, assets and equipment, and general water and sewer construction.
- Respond to customer concerns courteously and promptly.
- Water meter reading, testing, repair, and maintenance.
- Maintain parts and operating supply inventory.
- Other work activities as assigned, which may include but are not limited to:
 - Utility building and grounds maintenance
 - Occasionally assist in public works projects

The above examples are intended only as an illustration of various types of work performed, and are not all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Methods and techniques of construction, maintenance, and repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- Knowledge of safe work practices in electrical, chemical, hydraulic, mechanical, traffic, confined space, excavation, fall protection, and similar or related areas.
- Perform skilled maintenance, construction and repair work in the area of work assigned.
- Ability to think creatively, generate ideas, and identify alternatives.
- Operate a variety of vehicle and stationary mechanical equipment in a safe and effective manner in routine and non routine situations.
- Work as a team or independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of manual tasks for extended periods of time and under unfavorable weather conditions.
- Perform heavy manual labor.
- Perform duties in a manner to maximize to safety in the area of work assigned.
- Work safely with dangerous materials.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relations with those contacted in the course of work.

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- Obtain Water Operators Grade 1 Certification, Subclass D-Distribution and G-Groundwater within two years of hire.
- Obtain Wastewater Basic Certification, Subclass A1- Suspended Growth, B- Solids Separation, C- Biological Solids/Sludges, P-Total Phosphorous, D- Disinfection, SS- Collection System, and other subclasses required by the DNR within two years of hire.
- Possess a high level of mechanical aptitude and knowledge of equipment operation and maintenance.
- Valid Wisconsin drivers license with no more than 3 moving violations in the past 5 years.
- Ability to read maps and blueprints for identifying sewer and water locations.
- Ability to read, spell and communicate orally and in writing.
- Proficiency in the operation and use of computers, smart phones, tablets, and Microsoft Office applications.

PREFERRED QUALIFICATIONS

- Knowledge of water production and distribution systems, wastewater collection systems, wastewater treatment systems.
- Experience in and or completion of trade school courses related to plumbing, electrical, mechanical or maintenance.
- Strong mechanical aptitude and the ability to understand complex electrical/mechanical/hydraulic systems.

PHYSICAL DEMANDS

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. 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 required to use hands to finger, handle, hold devices, feel objects, hold tools, or manipulate controls. The employee is frequently required to sit, stand, walk, climb stairs, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk/hear.

While performing the duties of this position, the employee occasionally may be required to climb ladders up to 150 feet, perform work at extreme height, work in excavations greater than 20 feet, and work in confined space environments.

The employee must regularly lift and or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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 frequently works in outside weather conditions, is frequently exposed to fumes, frequently works near moving mechanical parts, and is frequently exposed to airborne particles and vibration. The employee occasionally works in high places, precarious places, confined spaces, and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment occasionally requires the use of hearing protective equipment.