

# CITY OF PRESCOTT, WISCONSIN

## POSITION TITLE: WASTE WATER UTILITY CHIEF OPERATOR

**POSITION IN BRIEF:** Performs a variety of tasks in the operation and maintenance of a municipal advanced activated sludge wastewater treatment plant and sewer collection system. Performs service tasks in the installation, repair and maintenance of the water utility supply, treatment, storage, distribution, collection and metering system. Performs a variety of tasks in the Public Works Department. Maintain proper standards in quality, quantity and reporting. Work is performed under the general supervision of the Public Works Supervisor.

The operator will assist with performing all duties associated with the operation of a municipal water and waste water system, plant maintenance, perform laboratory testing, servicing lift stations, public works projects, snow removal, shop work, office work, public relations and assist with treatment plant operational compliance and reporting requirements of all governing agencies. Will possess a working knowledge of Department of Industry, Labor & Human Relations (DILHR), Department of Natural Resources (DNR), Public Service Commission (PSC), and the Environmental Protection Agency (EPA).

**ESSENTIAL SKILLS AND JOB RELATED EXPERIENCE NEEDED:** Some knowledge of water and waste water plant operation and maintenance principles, practices and techniques; some knowledge of methods, materials and techniques used in the repair and maintenance of water and waste water systems; ability to learn to comprehend utility blueprints; ability to follow written and verbal instructions/manuals; knowledge of hand tools and other related tools and practices of the utility industry; ability to perform accurate visual and mechanical inspections; some knowledge of occupational hazards and safety precautions; some knowledge of computer functions; ability to assist with determining the proper course of action and implement the procedures necessary; ability to prepare accurate and legible records and reports; ability to perform emergency overtime duties; willing to work in severe inclement weather conditions; ability to deal courteously and effectively with respect and tact with utility customers, superiors and co-workers. Ability to work at extreme heights. Ability to pass a physical that includes drug screening.

**SPECIAL QUALIFICATIONS REQUIRED OR DESIRED:** High school diploma or equivalent degree. Wisconsin Wastewater Operators license or the ability to acquire one within nine (9) months of hire. Eligible to possess a valid Wisconsin Commercial Driver's License (CDL) or the ability to acquire one within six (6) months of hire.

### **BASIC TASKS PERFORMED:**

- Daily sampling and testing required by DNR regulations.
- Daily inspection of all stations, reservoirs, lift stations, water towers and labs.
- Inspections, repairs, and/or replacement of electric motors, pumps, lighting, control panels, water storage tanks, buildings and grounds; paints all interior piping, filters, tanks, buildings and equipment.
- Assists with notification of other utility locate before digging; assists with sizing of water lines, meters and valves.
- Assists with meter reads, installs, testing, repairs and/or replacement of water meters.
- Assists with locating and marking utility infrastructures as required.
- Assists with repair or replacement of water/sewer lines, valves, valve boxes, manholes, curb stands, hydrants, streets, sidewalks, curbs, boulevards and lawns.
- Assists with thawing frozen lines and makes taps, flushes mains and hydrants, assists with fire flow tests, maintains and exercises valves and hydrants, excavates and barricades trenches to meet state codes, performs and coordinates station yard maintenance.
- Assists with repair of meters, tools, trucks, radios, office equipment and testing equipment.

- Daily records of water pumped, hours run time, chemical use and tank levels.
- Assists with recording meter testing results, repairs and locations; records and maintains inventory of meters, hydrants, valves and parts.
- Assists with map updates.
- Assists with snow plowing.
- Other duties as assigned.

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**PHYSICAL REQUIREMENTS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This position routinely performs heavy manual labor and physically strenuous work. The performance of routine tasks requires a capacity to intermittently sit, stand, walk, climb, stoop, bend and kneel.

While performing the duties of this position, the employee must be able to walk and climb stairs up to 8 hours per day; must be able to grasp and hold a mechanical device up to 8 hours per day; must be able to climb ladders up to 200 feet; must be able to do required excavating work down to 20 feet; must be able to work in confined space entry situations; must be adaptable to constant changes; must be alert and able to use good judgment; must be able to follow prescribed safety precautions; must be capable of operating light construction equipment for various applications as related to department activities; must physically be able to lift moderately heavy (up to 50 lbs) objects on a regular basis and up to 70 lbs occasionally, push/pull up to 100 lbs & lift with assistance up to 100 lbs or more when required; performs manual construction work in a variety of positions and conditions and shovels dirt/sand/gravel; must be able to stoop, bend and kneel, off and on, for up to 8 hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:** Work is performed primarily in buildings, vehicles, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with and including loud noise, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, paints, herbicides, pesticides and fertilizers.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed the preceding position description with

\_\_\_\_\_. I hereby approve and acknowledge its contents.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date