

CITY OF MERRILL JOB DESCRIPTION

JOB TITLE:	Utility Operator	STATUS:	Exempt
REPORTS TO:	Utilities Manager	DATE:	July, 2018

Position Summary:

Performs duties associated with operation, installation, maintenance, and repair in the wastewater and water treatment operations. Employee is expected to learn all phases of wastewater and/or water operations and obtain various State and Wisconsin Department of Natural Resources certifications.

Principal Duties and Responsibilities: (Varies according to area of assignment)

1. Operate, maintain and repair the wastewater collection and treatment process equipment within required parameters. Duties include monitoring the treatment process and equipment, making appropriate adjustments as needed based on the appropriate parameters on a daily basis, providing preventive maintenance and equipment repair as needed in order to comply with the requirements of the NPDES permit issued by the Wisconsin DNR.
2. Operate, maintain and repair the water treatment plant equipment within required parameters to maintain the municipal water supply. This consists of monitoring the treatment process and equipment, making appropriate adjustments as needed based on the appropriate parameters on a daily basis, as well as maintain and repair the water distribution system.
3. Operate various pieces of equipment used in the water/sewage/wastewater industry such as, but not limited to, combination sewer cleaner, sewer telespection camera, backhoe, dump truck, portable pump, and portable generator.
4. Maintain and repair the water distribution and wastewater collection system, including sanitary lift stations.
5. Collect and input data using Global Positioning System (GPS) computers for Geographic Information System (GIS).
6. Learn and perform various laboratory sampling and testing procedures.
7. Respond to customer problems and complaints, and resolve them satisfactorily.
8. Maintain and repair sanitary sewer lines, sanitary sewer lift stations, water mains, water services, wells, water storage tanks, hydrants, and meters.
9. Read water meters for billing purposes.
10. Conduct maintenance service and update all data forms and complete reports.
11. Other duties and related work as may be necessary and assigned to fulfill the responsibilities of this position and the needs of the City.

Examples of Work Performed:

Monitor and adjust treatment process to remain within permit parameters. Install, repair and maintain chemical feed and other process equipment. Perform installation, repair, reading and maintenance of water meters. Maintain and repair sewer mains, water mains, services and hydrants. Provide assistance with sewer cleaning and lift station maintenance. Participate in the routine maintenance functions and custodial duties associated with plant operations. Collect samples and perform and interpret various lab tests. Monitor gauges, meters and various control panels. Handle various chemicals required for treatment process. Use computers and GPS to develop maintenance reports. Collect data and information associated with GIS. Handle customer concerns and complaints.

Work Relationships and Scope:

Reports to: Utilities Manager

Supervises: None

Work Relationships: Works very closely with employees in the same and other departments, and general public. Has occasional contact with vendors, community, and regulatory agencies.

Knowledge, Skills and Abilities:

Possess the experience, education and training which provides the required knowledge, skills and abilities to perform the duties of this position.

- Ability to learn principles and practices of water or wastewater treatment plant operations.
- Ability to learn operating principles of plant equipment such as valves, pumps and motors.
- Mechanical aptitude or prior mechanical experience working with process equipment.
- Ability to understand and operate water & wastewater systems with training.
- Ability to make independent technical decisions to maintain proper treatment process.
- Ability to operate computers for input and output of operational data as it pertains to water/GIS/wastewater operations.
- Ability to understand and adhere to safety principles relating to confined entry, chemical, electrical and mechanical safety.
- Ability to work well with other operators and other city employees, as well as ability to meet and work with the public.
- Ability to perform job functions with minimal supervision.
- Ability to accept responsibility for the accuracy of work performed.
- Knowledge of basic mathematical principles necessary for process calculations and reports.
- Ability to express ideas both orally and in writing.

- Ability to work under adverse conditions and emergency situations; show initiative and resourcefulness in resolving problems.
- Ability to establish good working relationships with city officials, employees and residents.
- Possess good judgment, thoroughness, dependability, and be in good physical condition.
- Know when and where to ask for help.

Working Conditions:

Job Conditions/Work Location: Work is performed normally in a treatment plant or outdoor environment in all weather conditions. Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, bending kneeling, standing, walking, climbing, lifting (lift and carry objects weighing 100 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders (heights higher than 10 feet), scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures and may be exposed to repetitive activities; intense or continuous noise; wet and dirty environment; potential contact with municipal wastewater; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk

Work hours are normally during regular business hours and may be subject to call-in and/or schedule revisions depending on the City's needs. Will include nights, weekends, and holidays when necessary. Employee may be required to travel out of town for education and professional development.

Qualifications:

Completion of a high school degree or equivalent, and at least 3 years prior work experience, not necessarily in water/wastewater field. Associates Degree in Wastewater or related field preferred. Possess or work towards obtaining WDNR certification in Water & Wastewater, as required by permit.

Duties and responsibilities will require the periodic participation in continuing education programs as required by the Wisconsin Department of Natural Resources and the City of Merrill.

Must work toward and obtain the various certifications required by the Wisconsin Department of Natural Resources and the City of Merrill for operation of wastewater treatment facilities with sub-classes as established by the Wis. Admin. Code NR 114.

Candidates are required to pass a background check, physical examination and drug screening once the job is offered, paid for by the City. Until physical examination has been conducted and records provided to the City of Merrill, applicant chosen is not officially hired.

Candidates must possess a valid Commercial Driver's License (CDL), or obtain same within six (6) months of employment.

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time. The City of Merrill is an equal opportunity employer.

Dept. Head Acknowledgment:

Date:
