



# JOB DESCRIPTION

<b>Position</b>	Assistant Utility Operator	<b>Department</b>	Public Works
<b>FLSA Status</b>	Non-Exempt	<b>Status</b>	Full-Time
<b>Reports To</b>	Director of Public Works	<b>Bargaining Unit</b>	None
<b>Last Updated / Reviewed</b>	01/09/2020	<b>Date Approved by Council</b>	

**PURPOSE OF POSITION:**

The purpose of this position is to assist in the operations of the Water Division and Wastewater Division.

**POSITION ACCOUNTABILITY:**

The Assistant Utility Operator works under the direction of the Waterworks Operator, Wastewater Operator, and the Director of Public Works. In their absence, the Assistant Utility Operator works under the direction of the Assistant Waterworks Operator, Assistant Wastewater Operator, or the Working Foreman.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**WATER DIVISION**

1. Assist in the operation of the water system in an efficient and cost-effective manner.
2. Maintain the well houses and water distribution system by performing preventative maintenance, cleaning, and repairs.
3. Collect water samples as needed and perform all other sampling and testing as required by local, state, and federal regulations.
4. Exercise water distribution valves on an annual basis and flush fire hydrants twice per year.
5. Paint, repair, and maintain hydrants as needed.
6. Maintain proper records and reports for the operation of the Water Division.
7. Conduct service calls for the Water Division.
8. Perform final meter readings as requested by the Utility Billing Clerk and read meters on a bi-monthly basis in coordination with the Waterworks Operator and Utility Billing Clerk.
9. Turn water off at residences and / or businesses in coordination with the Waterworks Operator and the Utility Billing Clerk.
10. Inspect and service water equipment.
11. Maintain supplies for the Water Division, check inventory regularly, and report inventory to the Waterworks Operator.
12. Install new water meters as required.
13. Inspect and repair water meters as necessary.
14. Attend seminars, workshops, and training sessions related to the duties and responsibilities of this position, and maintain the proper amount of accredited continuing education hours related to water and wastewater treatment.
15. Assist the Waterworks Operators in performing cross connection inspections.
16. Locate services and water mains in road and the right-of-way.

17. Assist in park water systems and maintenance to include, but not limited to, winterizing, summarizing, maintaining pumps, buildings, and plumbing.
18. Install and / or repair water services, water mains, hydrants, valves, water tower, ground reservoirs, wells, and pumping stations.

#### **WASTEWATER DIVISION**

1. Maintain supplies for the Wastewater Division, check inventory routinely, and report supply requests to Wastewater Operator
2. Collect wastewater samples as needed and perform regular testing as required.
3. Inspect plant regularly, analyzing and evaluating both operational and maintenance functions, in order to promptly correct any malfunctions.
4. Conduct service calls for the Wastewater Division.
5. Attend seminars, workshops, and training sessions related to the duties and responsibilities of this position, and maintain the proper amount of accredited continuing education hours related to water and wastewater treatment.
6. Conduct tours of the Wastewater Treatment Plant upon request.
7. Assist in the management of the operation of the wastewater treatment plant processes and equipment in an efficient and cost-effective manner utilizing laboratory testing data and other indicators to meet discharge permit requirements.
8. Maintain appropriate records and reports for the operation of the Wastewater Division.
9. Maintain the lift stations, sewage collection system, and treatment plant structures and equipment by performing preventative maintenance, cleaning, repair, and replacement as required.
10. Perform routine lab testing under the direction of Wastewater Operator.

#### **STREETS DIVISION**

1. When instructed by the Director of Public Works or his/her designee, perform snow removal duties on streets or other emergency or maintenance duties as required.

#### **PUBLIC BUILDINGS & GROUNDS DIVISION**

1. When instructed by the Director of Public Works or his/her designee, perform snow removal duties at public facilities and on sidewalks to include shoveling and using other equipment.
2. Perform routine maintenance and custodial duties when instructed by the Director of Public Works or his/her designee.

#### **GENERAL**

1. Perform routine maintenance and custodial duties when instructed by the Waterworks Operator or Wastewater Operator or his/her designee.
2. Respond to questions, concerns, comments, and other issues related to the Water Division and Wastewater Division from the general public, elected officials, or other staff members.
3. Participate in the rotating weekend schedule and work holidays and overtime as required.
4. Assist other departments as needed and directed by the Director of Public Works or his/her designee.
5. Carry cell phone and/or radio to maintain availability during normally scheduled work hours.
6. Operate vehicles and equipment as needed.
7. Keep the buildings and grounds for the Water Division and Wastewater Division in excellent condition and ensure a safe and secure work environment.
8. When instructed by the Director of Public Works or his/her designee, the employee may be required to assist in an emergency event.

## **WEEKEND ON-CALL SCHEDULE**

The weekend on-call schedule includes weekend and holiday hours on a rotating basis with other staff members. Weekend duties total approximately 4 or 4.5 hours per day of straight time. A separate day during the regular week is taken off by the on-call worker to offset the scheduled hours worked on the weekend.

## **TOOLS & EQUIPMENT USED:**

1. Office Equipment – Copy / Scan / Fax Machine, Computer, 10-Key Calculator, and Printer.
2. Hand Tools – Non-electrical hand tools (hammers, wrenches, etc.); electrical power tools (saws, drills, etc.); gas power tools (weed-eater, chain-saw, etc.); and yard / garden tools (shovel, rake, etc.)
3. Communication Equipment – Telephone, cell phone, and radio.
4. Vehicles – Automobiles, backhoe, brush chipper, fork lift, front end loader / grader, heavy truck / snow plow, light truck (pick-up), mower (rider and push), sewer jetter, and skid steer.
5. Miscellaneous Tools / Equipment – Air compressor, amp meter, cement saw, crack sealer, drill press, grinder, rulers, scales, protractors, voltmeter, welder / welding equipment, and air monitor.
6. Medical Apparatus / Equipment – First aid equipment and AED.
7. Cleaning Equipment – Vacuum and broom.

## **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

1. High School Diploma or equivalent required; technical diploma, associate's degree, or bachelor's degree in related field (environmental science, chemistry, etc.) and / or at least one (1) to three (3) years of experience in utility operation desired.
2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, Outlook, Access, etc.), fax, telephone, copier, and other office equipment as may be required.
3. Read, interpret, and apply provisions of law, ordinances, rules, and regulations relating to the Wastewater and Water Utilities.
4. Knowledge of office practices, including filing and record keeping.
5. General knowledge in the following areas desired:
  - a. Maintenance, operation, and construction of water and wastewater infrastructure and the tools used to perform these activities.
  - b. State and federal regulations and guidelines regarding water and wastewater processing.
  - c. Knowledge of mechanical, electrical, and hydraulic operations of water and wastewater plants.
6. Ability to work from drawings, technical manuals, and blue prints.
7. Use of proper safety procedures at all times and in all environments.
8. Upon completion of training, ability to assist in install of mains and laterals, perform emergency bypasses, jet and clean sewer mains and laterals, and perform any other functions necessary to ensure smooth water/wastewater treatment.
9. Ability to work efficiently in a fast paced environment where projects and priorities change often and quickly.
10. Ability to communicate effectively and interact well with customers and co-workers in person, by phone, and in writing.
11. Ability to commit to a teamwork environment, work efficiently in various settings, and prioritize tasks consistent with daily requirements of the division.
12. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
13. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

### SPECIAL REQUIREMENTS:

1. Must have valid Wisconsin Driver's License and a valid Commercial Driver License (CDL), subclass B.
2. Wisconsin Department of Natural Resources (DNR) Basic General Wastewater Operator Certification, one subclass, and all required subclasses to meet DNR requirements for Operator in Charge.
3. DNR Waterworks Operator Certification for Groundwater and Distribution.

### PHYSICAL DEMANDS

The physical demands 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 frequently required to exert physical effort to complete the assigned task. This may include, but is not limited to, some combination of stooping, kneeling, crouching, crawling, and lifting, and carrying, pushing, and pulling objects and materials weighing up to 50 pounds. This position also frequently works in designated confined spaces using appropriate safety precautions.

### WORK ENVIRONMENT:

The work environment characteristics described herein 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.

1. This position is exposed to the following conditions: dirt, dust, heat, cold, noise, fumes, odors, wetness / humidity, vibrations, sudden temperature changes, and darkness.
2. This position occasionally encounters the following: electrical hazards, mechanical hazards, confined spaces, and heights above 10 ft.
3. This position encounters the following: chemical hazards and moving vehicles traffic.
4. The work is performed in a variety of settings including outdoors (extreme heat or cold), shop / warehouse, vehicle, streets, and indoor office setting.
5. Requires use of protective devices such as facemasks, hard hats, safety glasses, and gloves.

*The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.*