



JOB DESCRIPTION

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

PURPOSE OF POSITION:

The purpose of this position is to assist in the operations of the Wastewater Division, including maintenance of the Wastewater Treatment Plant and control the purification and flow of wastewater, sludge, and effluent.

POSITION ACCOUNTABILITY:

The Assistant Wastewater Operator works under the direction of the Wastewater Operator and the Director of Public Works.

MAJOR DUTIES AND RESPONSIBILITIES:

WASTEWATER DIVISION

1. Order supplies for the Wastewater Division and check inventory routinely.
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. Perform needed repairs at the Wastewater Treatment Plant.
5. Inspect and service sewers and lift stations and maintain the service records.
6. Perform weekend chores and report problems to the appropriate supervisor.
7. Conduct service calls for the Wastewater Division.
8. Complete routine sewer cleaning.
9. Attend seminars, workshops, and training sessions related to the Assistant Wastewater Operator's duties and responsibilities, and maintain the proper amount of accredited continuing education hours related to water and wastewater treatment.
10. Conduct tours of the Wastewater Treatment Plant upon request.
11. 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, and maintain all appropriate records.
12. Maintain all appropriate records and reports for the operation of the Wastewater Division.
13. Maintain the lift stations and sewage collection system and treatment plant structures and equipment by performing preventative maintenance, cleaning, repair, and replacement as required.

WATER DIVISION

1. Perform service calls for the Water Division, as needed.
2. Assist Water Division staff as directed by the Director of Public Works or his / her designee.

STREETS DIVISION

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

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. Respond to questions, concerns, comments, and other issues related to the Wastewater Division from the general public, elected officials, or other staff members.
2. Participate in the rotating weekend schedule and work holidays and overtime as required.
3. Assist other departments as needed and directed by the Director of Public Works or his/her designee.
4. Carry cell phone or radio to maintain availability during normally scheduled work hours.
5. Operate vehicles and equipment as needed.
6. Keep the buildings and grounds for the Water Division and Wastewater Division in excellent condition and ensure a safe and secure work environment.
7. 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, radio, and SCADA system.
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 and at least one (1) to three (3) years experience.
2. Skill in written and oral communications.

3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), fax, telephone, copier, and other office equipment as may be required.
4. Read, interpret, and apply provisions of law, ordinances, rules, and regulations relating to the Wastewater and Water Utilities.
5. Knowledge of office practices, including filing and record keeping.
6. Knowledge of maintenance, operation, and construction of water and wastewater infrastructure and the tools used to perform these activities.
7. Knowledge of state and federal regulations and guidelines regarding water and wastewater processing.
8. Ability to work from drawings, technical manuals, and blue prints.
9. Knowledge of mechanical, electrical, and hydraulic operations of water and wastewater plants.
10. Knowledge and use of proper safety procedures at all times and in all environments.
11. Ability to install 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.
12. Ability to effectively and efficiently schedule and organize work.
13. Ability to interact well with others, including co-workers and customers, is necessary.
14. Ability to work efficiently in a fast paced environment where projects and priorities change often and quickly.
15. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
16. Ability to commit to a teamwork environment, work efficiently in various settings, and prioritize tasks consistent with daily requirements of the division.
17. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
18. 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, 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 constantly 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 constantly 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.