

**WATER AND SANITARY COLLECTION SYSTEM OPERATOR - DEPARTMENT OF
PUBLIC WORKS & UTILITIES
VILLAGE OF WATERFORD REGULAR FULL TIME, NON-EXEMPT**

The Water and Sanitary Collection Operator performs skilled and semi-skilled work in a variety of public works, water, and sewer duties under the supervision of the Supervisor. The position is dedicated to the operations in the Department of Public Works, Water and Sewer Utilities.

Essential Duties

Maintain open and effective communications with supervisor, employees and the general public. Assist in the daily operations of the Village.

OPERATIONS

- Perform repair and maintenance of Village water and sewer facilities. May assist in the operation of the water treatment facility to control flow and processing of water.
- Observe variations in operating conditions and interpret meter and test results to determine processing requirements.

• Perform routine maintenance functions and custodial duties of all Village facilities. Maintain electrical controls and make repairs as able; notify the Supervisor of any other major repairs needed. Work in a safe, proficient manner and report and repair safety hazards as they occur. Perform distribution system maintenance and repairs including valves, hydrants and lateral services. Read meters and perform meter maintenance and testing according to the Village, State Statutes and Public Service Commission rules. Notify Supervisor of equipment and property damage. Regularly inspect operations of water and sewer utilities. Clean, repair and maintain water and sewer mains and pump systems as needed. Maintain meter records, record daily flows, chlorine usage and maintenance data and helps prepare operation reports. Maintain water certification and attend training as required by the State and Supervisor.

- All DPW employees play some role in snow removal, salting and street maintenance as operations, weather and storm conditions warrant.

Operates a variety of equipment including trucks, backhoe, tractors, loaders, compactor, compressors, rollers, snowplow equipment/vehicles and a variety of power and hand tools. Monitors equipment-operating condition. Repair and maintain trucks and equipment. Any other related duties as assigned.

Experience & Certifications

High School Diploma or general education degree (G.E.D.). Experience in a municipal public works department or construction experience in the position of equipment

operator or laborer is a plus.

Valid Wisconsin Commercial Driver's License, minimum Class B. Or obtain CDL within 6 months of hire. Loss of license may be cause for termination.

Within (2) two years of hire, must obtain the Municipal Water Supply Operator Certifications, **including groundwater, distribution and iron removal**, and any other future certifications required by the Village. Loss of any certification(s) may be cause for termination. Experience with a variety of hand and power tools/equipment required. Strong mechanical and snow plowing experience required.

Knowledge of the methods, materials, equipment and tools used in the repair and maintenance of water and sewer lines and facilities, Basic working knowledge of water and sewer utility functions and underground utility construction.

Ability to learn operation of water and sewer system and equipment, maintain and evaluate records.

Employee is required to reside or establish residency within 30 minutes of the Village limits within 6 months of employment.

Essential Knowledge, Skills & Abilities

Ability to prioritize job tasks within an organizational framework and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives..

Ability to effectively use time and resources to accomplish activities. Ability to interpret the application of policies, procedures and standards to specific situations. Ability to follow standard safety practices and procedures..

Ability to prepare, organize and maintain field and office data, reports, systems. Ability to work independently.

Ability to communicate with a diverse range of people, establish and maintain cooperative relationships with employees as a team player and citizens contacted in the course of work. The knowledge of basic math functions and basic knowledge of blueprint reading will be required.

Physical Demands

The physical demands described here are representative of those which must be met

by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, surveying instruments, telephone and two-way radio. Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and adjustments, such as loaders, rollers, backhoe, trucks, compressors, compactors, transit/level, chain saws, chipper, concrete finishing tools, hand excavation tools and mechanic's tools. Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as operating motor vehicles. Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration, Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) 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. Ability to work regularly in all outside weather conditions in field settings, construction sites or public works facilities. Ability to frequently work near moving mechanical parts and be exposed to humid conditions and vibrations. Physical ability and fitness to perform duties of the position. Ability to wear an SAR (supplied air respirator) and work in confined spaces while performing physically demanding tasks is required.

Conditions of Employment

This position is subject to the terms and conditions of the Village of Waterford Personnel Manual and Teamster Local No. 43 Union Agreement, as may be amended, and is classified as a regular full time, non-exempt, hourly employee. The current normal work hours are Monday through Thursday 7:00 a.m. to 4:30 p.m. and Friday, 7:00 a.m. to 11 a.m.; however, must be available for emergency needs after normal working hours in accordance with the on-call rotation schedule once every four weeks. All hours are subject to change based on the needs of the Department. The position is required to

obtain the licenses and certifications required by the Department within two years of the date of hire. Failure to obtain the need certification will result in termination. This position is classified as an emergency responder and requires residency within 30 minutes of the Village limits. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer with consent of the union as the needs of the employer and requirements of the job change. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Pay range is \$23/hr to \$27/hr, Depending on qualifications and experience. On call pay is available to cover specific shifts. Fringe Benefits include: Participation in Wisconsin Retirement System, Health, Dental, and Vision insurance benefits, as well as 11 paid holidays, 3 weeks vacation, and 12 sick days per year. Cell phone reimbursement (\$600/year), clothing and shoes reimbursement (\$500/year) and paid training is available.

Applications are available at www.waterfordwi.org, and should be submitted to klindbloom@waterfordwi.org.

The Village of Waterford is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.