

WATER & WASTEWATER PLANT OPERATOR

*City of
Madison*

Department:	Public Works
Reports To:	Public Works Coordinator and Wastewater Supervisor
Points:	
Grade:	
FLSA:	Non-Exempt
Bargaining Unit:	NA
Revision Date:	October, 2016

Job Summary:

This position is skilled work in the operation of water pumping and treatment plant, and/or sewage treatment, sludge processing and disposal equipment. Responsibilities may include operation and maintenance of wells, pumps, filters, aerators, lagoons, chemical treatment operations, testing of water quality and related operations. Position participates in the specific operation, maintenance and construction activities of other department functions such as streets, parks, buildings, facilities, solid waste, storm drainage and other similar functions.

Scope of Impact:

Work is performed under general supervision of the PW Coordinator and the Wastewater Plant Supervisor.

Essential Duties and Responsibilities:

- Performs duties related to the operation of the water and wastewater facilities such as: reading meters, flow charts, operating pumps, chlorinators, chemical feeders, electrical motors, chemical analysis; maintains and repairs operating equipment making adjustments and realignments as necessary; overhauls machinery and equipment.
- Installs water, sanitary sewer and storm drain lines and/or assist outside contractors with same to include valves, fittings, meters, fire hydrants, and all appurtenances and taps mains as required.
- Participates in regularly scheduled rotating shifts for plant operations.
- Performs other public works and utility work as needed.
 - Participates on work with crews for patching streets, overlaying, road preparation for seal coating, street sweeping, snow plowing and removal, sanding of ice areas and other related street maintenance;
 - Operates equipment to include trucks, street sweeper, rollers, tractors, power mowers, paint equipment, etc.;
 - Assists with maintenance of park grounds, buildings, facilities, park shelters, skating rinks, athletic fields; grading and layout of park fields such as baseball/football fields; cutting weeds, mowing lawns, repairing park equipment and similar duties.
 - Works on city buildings such as the library, city hall, fire hall making repairs, building modifications/enhancements, painting, cleaning, cabinetry work, clearing sidewalks and streets of snow and refuse, parking lot upkeep and any other city facility.
 - May haul refuse and garbage.

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- Represents the City in a professional manner at all times.
 - Maintains and encourages good public relations with customers;
 - Ensures that customers' requests and complaints are handled in a friendly, competent manner.
- Performs other duties and activities as assigned.

Minimum Qualifications:

The job requires education substantially equivalent to high school graduation and post-secondary training in the area of water and wastewater operation. The job requires D level licensure for water and wastewater or the ability to acquire within one year of employment.

Desired Qualifications:

One to two years of actual public works/utilities experience or related construction experience and licensing at the C level preferred. A Commercial Class B driver's license (CDL) is preferred.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of the practices, methods, techniques, tools and equipment used in street, water, wastewater, automotive repair, carpentry, plumbing, electrical and other related areas of the department;
- Knowledge of mechanical and electrical systems in pump houses and lift stations;
- Ability to read blue prints, street profiles, electrical drawings;
- Knowledge of safety practices relating to heavy equipment operation and public works operations, including street repair, safe work zone setup and working in enclosed spaces;
- Knowledge of equipment load limits and other limitations;
- Skill in the operation and maintenance of heavy equipment and other public works equipment and physical plant;
- Skill in the operation and maintenance of water, wastewater, and other public works facilities equipment and physical plant;
- Skill in the care and use of tools and testing equipment;
- Skill in the use of computers for record keeping and communications;
- Ability to build positive relationships with other employees;
- Ability to analyze and resolve daily operational problems;
- Ability to work independently;
- Ability to analyze situations quickly and objectively with the determination of the proper course of action as the final result.

Physical and Mental Requirements:

Operates heavy equipment using steering wheels, multiple control levers and pedals. Requires careful observation of surroundings, including workers and public. Frequent lifting of five to thirty pounds is required, with occasional lifting, pushing or pulling over 60 pounds. The job requires long periods of standing, sitting or walking. Some climbing is required. Safety requires attention to detail when working around people or property.

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Working Conditions:

Work is performed in shop and field conditions. Must be able to respond to emergencies 24-7. Serves in an "on-call" capacity for regular weekend and after-hours duties. Work is performed in all weather conditions, including extreme cold or hot and humid conditions. Work requires the ability to work for long periods in adverse weather conditions including snow, rain, wind and other elements. There is exposure to noxious weeds and stinging or biting insects. Work includes exerting high pressure in tight spaces where slips could result in pinches, cuts, bruises or muscle strains. There is exposure to untreated wastewater, grease, grime and various chemicals, some of which may be caustic. Work can include work in enclosed spaces where proper ventilation and other safety precautions are necessary. Proper safety gear is required for the job at hand.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Manager retains the discretion to add duties or change the duties of this position at any time.