

CITY OF FENNIMORE
Water/Wastewater Operator
POSITION DESCRIPTION

General information

Position Title: Water/Wastewater Treatment Operator

Appointing Authority: Personnel & Administrative Committee

Confirming Authority: City Council

Position Reports To: Water/Wastewater Supervisor

Job Location: City of Fennimore, Wastewater Treatment Plant

Full or Part-Time: Full Time

Working Hours: 7 a.m. to 3:30 p.m. with rotating schedule to cover weekend duties

Salary or Hourly Wage: Hourly, non-exempt

SUMMARY

The Water/Wastewater Treatment Operator serves the City of Fennimore to provide safe and reliable collection and treatment of the city's wastewater and distribution of safe, potable water. This position will be performing duties related to the daily maintenance Fennimore's of Fennimore's Public Pool.

May also provide assistance to other City departments as necessary. This employee is a representative of the City of Fennimore and must always be willing to conduct them self with integrity in a positive and respectful manner.

The Operator ensures that the treatment plant continues to meet the City's Water Pollution Discharge Elimination System (WPDES) Permit requirements and maintain design life of the plant. Also ensures that the sanitary sewer collection system continues to provide uninterrupted service to its customers. Performs scheduled and nonscheduled maintenance on treatment plant and collection system equipment. Also performs emergency repairs on equipment in a timely manner to maintain the performance of the plant, collection, and distribution systems. Assists in giving technical advice on the operation and maintenance of the plant, collection and distribution systems. Ensures routine laboratory testing is completed.

Ensures all property, vehicles, equipment and structures owned by the Water/Wastewater Treatment Facilities are properly maintained and serviced by planning, organizing, coordinating and directing the operations and activities of the Water/Wastewater Treatment Department. Ensures that the City's sanitary sewer system (including the Wastewater Treatment Facility) and water supply and distribution systems are effectively maintained and properly operated with all established State requirements by organizing, directing the long term and short-term activities of the City's Wastewater Treatment and Water Distribution process.

This position is responsible for the maintenance operations of the City pool. This position must have a certified pool operator license or able to successfully obtain within one year of hire date. This position is responsible for and assists in maintenance of routine pump room duties, monitors and maintains pool filtration system, performs pump room duties, including backwashing, handling and installation of pool chemicals, such as chlorine, muriatic acid, soda ash, etc. Monitors pool water chemistry through testing of water samples and fills out daily and monthly reports for the State of Wisconsin.

Will assist the Water/Wastewater Supervisor in planning, coordinating the operation and maintenance of the City's water distribution system and wastewater treatment plant equipment, buildings and grounds, and the sewer gravity collection system and lift stations.

LEVEL OF RESPONSIBILITY

Performs under the direction and general supervision of the Water/Wastewater Supervisor, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Division.

ESSENTIAL FUNCTIONS

1. Assists in preparing budget recommendations.
2. Assists with operation and maintenance of wastewater treatment plant equipment including pumps, motors, tractor, laboratory equipment, distillation system, boilers (methane and propane), diesel generator, digester heat exchange, sewer jet equipment, camera equipment, screen, chemical addition equipment, etc.
3. Assists with maintaining and keeping available laboratory inventory, preventative maintenance requirements inventory and inventory of necessary equipment components and parts.
4. Assists with conducting daily lab testing as required by the Department of Natural Resources and maintaining such lab records as required.
5. Assists with collecting influent and effluent samples on a daily basis, provides sample to the State lab monthly.
6. Assists with adding chemicals to effluent and/or primary as necessary and maintains proper records pertaining to same.
7. Assists with buildings and grounds maintenance as necessary including but not limited to mowing, trimming, snow removal, salting, housekeeping duties, etc. to keep a clean, orderly and safe work environment.
8. Assists with sanitary sewer main cleaning, camera work and lift station maintenance as necessary for compliance report.
9. Assists with other tasks imposed by WDNR.
10. Assists with all aspects of sludge removal and land application requirements.
11. Assists with duties related to Community Pool water balancing activities to include collection, laboratory analysis and chemical addition responsibilities and recordkeeping.
12. Assists in installing, maintaining, repairing and locating sewer mains and service lines.
13. Assists in maintenance and repair work at sewage lift stations.
14. Assists with business customers' grease collection/trap physical inspections and documentation records and follow-up requirements.
15. Responds to citizen and business owner inquiries and complaints.
16. Assist in maintaining water system.
17. Perform minor chores and daily logs at the wells.
18. Accepts duty assignments for nights, weekends and holidays.
19. Attends training sessions to collect CEU credits as required by WDNR for maintaining water and wastewater operator certification.
20. Attends meetings and schools related to position as directed by the Director of Public Works or City Council.
21. Assists other City departments as required including, but not limited to, snow removal, street construction, water main repairs, reading electric and water meters, etc.
22. Performs other related duties as directed by the Director of Public Works.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, materials, tools and equipment commonly used in the operation of the wastewater treatment plant and drinking water system. Thorough knowledge of the methods, materials, tools and equipment commonly used in water and sewer utility maintenance and construction work. Thorough knowledge of chemical testing and analysis procedures.

Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment, computer equipment, and required software.

Ability to work outdoors in varying weather conditions. Ability to work independently and make decisions regarding the application of division and department policies. Ability to process confidential information with discretion. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

REQUIRED MINIMUM QUALIFICATIONS

1. Graduation from high school or equivalent; and
2. A minimum of four years of progressively responsible experience in the operation and maintenance of wastewater treatment facilities; or
3. An equivalent combination of experience and training which provides the required knowledge, skills and abilities.
4. Possession of a wastewater operator certification as required by the Wisconsin Department of Natural Resources, or ability to obtain within a specified time period.
5. Possession of a waterworks operator certification as required by the Wisconsin Department of Natural Resources or obtain within specified time period.
6. Possess of a certified pool operator's license as required by the Wisconsin Department of Health, or ability to obtain within a specific time period.
7. Possession of a valid Wisconsin driver's license.
8. Possess and maintain a commercial driver's license with air brake endorsement valid in Wisconsin.
9. Attends training sessions to collect necessary CEU credits as required by WDNR for maintaining wastewater operator and waterworks operator certifications.
10. Ability and willingness to follow all safety rules and procedures.
11. A sincere attitude of teamwork, and a commitment to community service.
12. Thorough knowledge of the methods, materials, equipment, and vehicles used in performing the essential functions of this position.
13. Strong internal and external customer service skills.
14. Strong attention to detail.
15. Thorough knowledge of occupational hazards and safety precautions.
16. Skills and abilities required to safely and effectively operate the equipment and tools utilized in performing the essential functions of this position.
17. Ability to communicate effectively with fellow employees, supervisors and the general public.
18. Effective knowledge and ability to use various computer-based equipment and programs including SCADA, word processing and Excel, and cell phones.
19. Demonstrated aptitude for the work to be performed.
20. Strong math skills.
21. Ability to accept and give direction and operate under broad supervision, often independently.
22. Meet DOT hearing standard requirements.
23. First aid certification including competency in CPR.
24. Willingness and ability to respond to after-hour calls in a reasonable amount of time, preferably less than 30 minutes. Must take appropriate action to ensure Permit compliance and to protect the health and safety of the customers.
25. When on call or working scheduled weekend, this position requires a sense of responsibility and the initiative to work independently.
26. Willingness to attend training away from city property as required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

May include physical activities such as stooping, kneeling, crouching, standing, walking, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, climbing and performing repetitive motions. May require occasional lifting of heavy objects weighing approximately 80 lbs. May be exposed to extreme weather conditions such as heat, cold, wind, rain and snow. Occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

Work is performed in a potentially hazardous environment. Incumbent must take appropriate precautions to reduce risk of exposure to hazardous materials, confined spaces, and mechanical and electrical exposures. Must be able to work in confined spaces and use respirator, as needed, to perform necessary work.

The work environment characteristics described here 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.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities. The City is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the City of Fennimore.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature