



Position Description

Job Title	Uncertified Operator - WWTP
Department	Public Works
Employment Status	Full time / Part time / Temporary
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position assists in the operation, repair and maintenance of all sewerage system equipment, buildings and grounds, including the water pollution control facility, sewerage lift stations and sanitary collection system main sewers.

Supervision

Received	WWTP Superintendent
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs inspection and maintenance of WWTP mechanical and electrical equipment and facilities; reads gauges; completes inspection checklist, checks printouts; examines for oil leaks; examines valves; checks re-circulation pumps; reads schematics; maintains, repairs and replaces lift station pump; checks head pressures; maintains records of repairs made; maintains blowers; enters data into computer records; performs preventative maintenance on equipment and replaces or repairs equipment as needed.
- Obtains supplies, parts and materials needed to maintain operations; determines repair or replacement needs; contacts vendors; maintains inventory.
- Operates equipment necessary for effective wastewater treatment, system operation and digested sludge disposal operation.

- Performs lab testing; retrieves samples; runs multiple tests according to established procedures; records results and reports as required.
- Checks lift stations to assure that they are operating properly; inspects for proper readings and pump operation; records data and repairs as necessary.
- Performs laboratory record keeping and graphs as required; maintains lab equipment files, forms and results.
- Performs general maintenance of grounds and facility; cleans, mows, removes trash, maintains vehicles and equipment.
- Assists other Department employees as needed; e.g., performs snow removal, repairs equipment, assists on Street and Water Department projects.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent with additional training in mechanical and electrical systems preferred, plus at least 3 years of related experience in electrical, mechanical and general maintenance and operation of water pollution control facility and laboratory experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Department operations, policies and procedures. • The principles and practices involved in the operation and maintenance of sewerage systems. • General maintenance, construction and labor tools, equipment, and practices. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Understand and follow oral and written instructions. • Work independently with minimal supervision. • Prepare and maintain accurate reports. • Communicate effectively, both orally and in writing. • Perform basic math functions. • Perform heavy or difficult physical tasks in adverse conditions. • Be on call and answer pager regularly. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • The operation of light and moderately heavy construction and other specialized equipment. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Valid Wisconsin driver's license; First Aid and CPR certification; Wastewater Operator certification.

Physical Demands

The physical demands described here 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.

- Work is performed mostly outdoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.