



Position Description

<b>Job Title</b>	Uncertified Operator - Water
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time / Part Time / Temporary
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position assists in the operation, repair and maintenance of all water system equipment and facilities.

**Supervision**

<b>Received</b>	Water Superintendent
<b>Exercised</b>	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 daily monitoring of well pumping and chemical addition rates; travels to well sites and water towers, checks system valves; adjusts chemicals as needed; records the amount of water pumped and chemicals consumed.
- Tests and changes out meters according to Public Service requirements; travels to homes and businesses, removes, tests and replaces meters according to established procedures; maintains valves in accordance with established procedures.
- Performs flushing and maintenance of hydrants.
- Performs line location and leak location; marks locations with paint.
- Performs thawing of water pipes service.
- Obtains and tests water samples per DNR monthly procedures.

- Prepares and maintains various Department records including measurements and locations for mains, services, curb boxes and valves; valve and hydrant maintenance; water loss; repairs; meter and related tests; customer complaints, etc.
- Performs repairs, installation and inspection of mains and services.
- Performs operation and maintenance of pumping equipment and storage towers, valves and related equipment; maintains auxiliary gas engines; keeps well houses and towers clean and safe.
- Operates and maintains chemical feed equipment; follows established procedures for working with chemicals; monitors pumps daily.
- Responds to customer service inquiries and collection issues; delivers delinquent notices and shuts off water; restores service as directed.
- Installs new service as directed.
- Performs general maintenance of grounds and equipment as needed, including general upkeep and preventative maintenance.
- Assists in educating the public on water conservation.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

### Other Job Functions

- Performs related duties as assigned.

### Requirements of Work

Graduation from high school and some technical training in groundwater and water distribution management, plus at least 1 year of experience in operation of water systems and equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

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

## Necessary Special Requirements

Valid Wisconsin driver's license; Municipal Waterworks Operator certification, Distribution Grade 1, Groundwater Grade 1; Fork lift certification; First Aid and CPR 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, heavy machinery, smoke, toxic agents, electrical currents, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.