



VILLAGE OF GRANTSBURG POSITION DESCRIPTION

CLASS TITLE: WATER & SEWER OPERATOR

GENERAL PURPOSE

This position is responsible for performing a variety of skilled and semi-skilled tasks under the Director of Public Works involving maintenance and operation of the Department of Public Works / Water and Sewer Utilities. This position is also responsible for duties outlined in the Crew Person job description and is responsible to participate in those activities when needed at the discretion of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director of Public Works with organizing (Organizes and assists with the) the planning, scheduling and implementation of maintenance, operation and construction activities designed to provide quality water and sewer service for the Village of Grantsburg.

- Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water and sewer facilities.
- Inspects and/or repairs chemical equipment, pumping stations, reservoir, meters, drainage systems and sewer systems at frequent intervals to ensure all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, sewage treatment operations and sewage sludge testing.
- Responds to complaints regarding water and sewer service and explains findings to the Director of Public Works.
- Assists in contacting residents and business owners in the area where services will be interrupted and explains when services will be restored.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the Director of Public Works. (or appropriate source.)
- Maintenance of all Village-owned properties

- Performs all duties in conformance with appropriate safety and security laws and standards.
- Assists in replacing and testing water meters.
- Services pumping stations.
- Assists in flushing hydrants twice a year.
- Keeps accurate records and files appropriate reports with regulatory agencies.
- Assists in reading water and sewer meters on assigned weekends.
- Operate a variety of power equipment used in the water, sewer and public works departments.
- Assists in snow removal and emergencies.
- Performs any other duties as requested by the Director of Public Works.

PERIPHERAL DUTIES

Performs general Public Works activities as required at the discretion of the Public Works Director. Coordinate with Village contractors on projects and serve on various employee committees as required and assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Experience with the operations of a municipal water and sewer system.
- B. Recent exemplary work experience indicating employee initiative and pride in completing tasks in an above average manner.
- C. High School Graduate or GED equivalent.
- D. Job experience or education indicating the ability to organize tasks and the ability to coordinate with others to complete tasks in an orderly and efficient manner.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of equipment, materials and supplies used in building and grounds maintenance;
- B. Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;
- C. Skill in operation of listed tools and equipment.
- D. Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written

and oral instructions; Ability to establish effective working relationships with employees, supervisors and the public.

SPECIAL REQUIREMENTS

A valid Wisconsin Driver's License with a CDL endorsement.

Certification or ability to obtain certification as State of Wisconsin Grade 1 Water and Wastewater Operator within two years.

Attend specialized annual training, seminars and conferences necessary to maintain knowledge to effectively operate and maintain Village Water and Sewer systems.

TOOLS AND EQUIPMENT USED

Basic laboratory equipment. Tanker and pickup trucks. Motorized equipment including saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phones. Computers and software necessary to communicate and comply with all Local, State and Federal requirements.

PHYSICAL DEMANDS

The physical demands described here are representatives 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk and use hands with dexterity to operate fixtures, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various 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.

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 the requirements of the job change.

The employee must be physically able to perform the essential functions of this position.

Village Board - Reviewed/Approved:-6/13/2022