

**PUBLIC WORKS DEPARTMENT
WATER & SEWER DIVISION
JOB DESCRIPTION**

WATER PLANT OPERATOR

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs duties involved in operation of equipment and machinery at water plant and wells to ensure plant operates at top efficiency; performs maintenance, repair and construction work on water mains, sanitary sewers, manholes and related structures.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Operates, maintains and repairs plant equipment and trucks; services all chemical pumps and injectors.
- 1.2 Operates wells and booster station.
- 1.3 Checks pump stations.
- 1.4 Maintains plant records relating to inspections, maintenance activity, water supply, consumption, etc.
- 1.5 Mixes chemicals; performs lab tests.
- 1.6 Flushes hydrants; cleans plant and well house weekly.
- 1.7 Assists with meter reading and servicing, if needed.
- 1.8 Installs and repairs water and sewer mains, black top water main break holes, and saws streets, if needed.
- 1.10 Answers to call in situations.

Section 2. Peripheral Activities

- 2.1 Assist Maintenance Operator as needed.
- 2.2 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Follow written, verbal, or diagrammatic instructions; several concrete variables. Arithmetic calculations involving fractions, decimals, and percentages. Working knowledge of equipment, facilities, materials, methods and procedures used in water plant maintenance and operation activities.

Skill in operation of listed tools and equipment.

Ability to file, post, and mail materials; copy data from one record to another; guide people and provide basic direction. Ability to communicate effectively, verbally or in writing, with the general public; with Federal/state governmental or regulatory agencies such as DNR. Employee will be familiar with details of job to do it reasonably well within 1 year.

TOOLS AND EQUIPMENT USED:

Hand tools, Water Plant software, air compressor, pumps, dump trucks, water truck, backhoe, lawn mower, snow plow and shovel.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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.

While performing the duties of this job, employee constantly hears; tastes or smells. Employee frequently stands; sits; walks; drives motor vehicles; uses eye-hand coordination; talks; works alone; stoops, kneels, crouches, or crawls. Employee occasionally drives heavy equipment; reaches; grasps; holds; keyboards; uses repetitive movements; uses the telephone; has contact with general public/customers; climbs stairs; climbs ladders.

Employee must be able to frequently lift up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent. One year of other schooling to include ground water training or in a similar field desired., Grade G-1, D-1, I-1 desired; and
2. Related work experience of 6 months to 1 year, or

3. Any equivalent combination of education and experience.
4. Valid Wisconsin driver's license, CDL, and endorsements.
5. Must possess a Wisconsin Water Operators License G-T, D-T, and I-T or obtain in one year, or two Wisconsin DNR testing cycles.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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, employee frequently is exposed to dirt in installing water or sewer mains and in main breaks; noise with wells, standby power, backhoe and trucks running. Employee occasionally is exposed to temperature extremes with main breaks in winter; dampness with main breaks and rodding sewers; vibrations with well motors, standby power, street saws, backhoe; equipment movement hazard with well motors, standby power and booster pumps, backhoe and trucks; dangerous chemicals/solvents with chemicals in plant for treatment and testing of water quality; electrical shock with equipment.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under Utility Superintendent.

SUPERVISION EXERCISED: None.

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 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 requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 7/9/01

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