

General Information:

Position Title: Utility Plant Operator

Position Reports To: Superintendent of Public Works

Job Location: Town of Ixonia, Wastewater Treatment Plant

Working Hours: Monday – Thursday, 6:30 a.m. to 4:00 p.m. and Friday 6:30 a.m. to 10:30 am

Scope/Nature of Position:

- Performs the operation and maintenance of the Town's Wastewater Treatment Plant equipment and buildings and grounds, including preventative maintenance and minor maintenance of vehicles.
- Prepares, maintains and submits all necessary records for permits and reports required by the WDNR, including but not limited to WPDES Permit, CMAR (Compliance Maintenance Annual Report, WDMR (Wisconsin Discharge Monitoring Report and Sludge Management and Reporting.
- Perform work together with Department of Public Works as needed.
- Pay based on Experience.

Essential Functions of the Position:

- Performs the day-to-day operation and maintenance of the sewer utility.
- Maintains and operate wastewater treatment plant equipment including pumps, clarifiers, chemical feed systems, ultraviolet disinfection systems, motors, laboratory equipment, diesel generators, etc.
- Maintains and keeps available laboratory inventory, preventative maintenance Requirements inventory and inventory of necessary equipment components and parts.
- Conducts weekly lab testing as required by the Department of Natural Resources and maintains such lab records as required.
- Performs buildings and grounds maintenance as necessary including but not limited to mowing, trimming, snow removal, salting, housekeeping duties, etc. to keep clean, orderly and safe work environment.
- Maintains documentation of sanitary sewer main cleaning, camera work and lift Station maintenance as necessary for compliance report.
- Performs all tasks imposed by WDNR.
- Works with the Towns Wastewater engineer on Town projects
- Oversee all aspects of sludge removal and land application requirements including but not limited to pumping and hauling sludge.

- Assists in installing, maintaining, repairing and locating sewer mains and laterals.
- Performs confined space entry when needed
- Assists in maintenance and repair work at lift stations.
- Maintain working relationships with adjoining sanitary districts.
- Performs budget recommendations to the Superintendent of Public Works.
- Oversee business customers' grease collection/trap physical inspection and Documentation records and follow-up requirements.
- Attend training sessions to obtain necessary CEU credits as required by WDNR for maintaining wastewater operators' certifications.
- Oversee Septic Receiving
- Accepts duty for nights, weekends, holidays and call-in emergencies.
- Will be assigned to a weekend on call rotation with DPW employees.
- Duties as assigned

Additional Examples of Work Performed:

- * Assists with Town departments as necessary including, but not limited to snow removal, street construction, etc.
- * Relief Snowplow Driver as Needed.

Skills and Abilities Necessary for the Position:

- Thorough knowledge of the methods, materials, tools and equipment commonly used in the operation of the wastewater treatment plant.
- Thorough knowledge of the methods, materials, tools and equipment commonly used in sewer utility maintenance and construction work.
- Thorough knowledge of testing and analysis procedures.
- Possession of Wastewater Operator certification as required by the Department of Natural Resources.
- Thorough knowledge of the rules of safe operation of equipment, as well as work site safety, and the precautions to be taken to avoid accidents.
- Ability to operate various vehicles and equipment including trucks, tractors, diesel and natural gas generators.
- Ability to follow oral and/or written instructions.
- Ability to lift 75 pounds or more.
- Ability to get along well with a variety of people and maintain working relationships.
- Ability to react quickly and calmly to an emergency utility situation.
- Tact, courtesy and common sense.
- Possession of a valid Wisconsin commercial driver's license to meet the needs of the departments.
- Maintain neat and clean appearance and dress.
- Ability to work in extreme weather conditions including summer heat/rain and winter cold/snow.

- Navigate a computer screen, and interpret SCADA system data

Working Conditions:

* This position requires working in a wastewater treatment plant setting as well as working outdoors on various buildings and grounds maintenance projects at the wastewater treatment plant. In addition, this position requires working outdoors throughout the Town on various construction and maintenance projects involving collection system mains, laterals and manholes and lift station maintenance.

Qualifications:

- Graduation from high school or GED
- Valid and able to maintain Wisconsin Driver's License.
- Experience in the operation and maintenance of Wastewater Treatment facilities.
- Possess WDNR wastewater certification A1, SS, B, P, D, and C, or ability to obtain all within one year.
- Possession of a valid commercial driver's license Class B or able to obtain within 60 days of beginning employment.
- Maintain CDL license and comply with random drug testing
- Live within 20 miles or 25 mins of WWTP of Ixonia
 - **The Town of Ixonia is an Equal Opportunity Employer.**