



Village of Sister Bay Utilities

Job Title: Water/Wastewater Operator

Department: Utilities

FLSA Classification: Non-exempt

Summary Description

The Water/Wastewater Operator is a full-time position at Sister Bay Utilities. This is a skilled position, and the person in this position is expected to perform, understand, and complete a variety of tasks in the field of wastewater and water treatment, plant operation, and testing. The Operator will receive work assignments and instructions primarily from the Lead Operator but may also receive assignments and instructions from the Public Works Director. Weekend and holiday stand-by will be required on a rotational basis for wastewater testing, data recording, and SCADA monitoring.

Job Duties and Responsibilities

The duties and responsibilities of this position will include, but are not limited to:

- Daily checks of water treatment processes, lift, flow, and pumping stations and recording of meter and gauge readings.
- Perform wastewater and water tests in laboratory and document results
- Reading, servicing, and replacement of water meters and maintenance of associated records and supplies.
- Use a SCADA system to identify and correct problems.
- Work in confined spaces, in trenches, and on ladders.
- Maintain storm sewers and clean catch basins and grates
- Annually flush all hydrants and exercise every water system valve.
- Operate stationary and portable electric generators and bypass pumps.
- Locate and mark all district utilities for all Digger Hotline notifications.
- Complete cross connection inspections.
- Ability to learn basic principles of chemical, physical, and bacteriological examination and treatment of wastewater, sludge, effluent, and by-products.
- Perform routine maintenance on fire hydrants, manholes, and lift stations.
- Utilization of a computer, tablet, or handheld devices for meter reading and knowledge of basic computer operations including common office productivity software.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Perform other related tasks as assigned.

Working Conditions

The working conditions described below are conditions employees may encounter while performing the job duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work outdoors in public spaces under various, and occasionally extreme, weather conditions and in public facilities and may be subject to irregular hours and overtime.

- Exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, noisy environments, and heights.
- Work near moving mechanical and electrical equipment.
- Perform manual labor
- Lift, pull, and/or move 50 pounds for extended periods of time and occasionally lift, pull, or move up to 100 pounds.
- Movements such as stooping, twisting, bending, climbing, kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions are vital aspects of this position.

Licenses and Certifications

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying.

- Possess a high school diploma or equivalent
- Hold and maintain a valid Wisconsin Driver's License. Loss of license may be cause for demotion, lay-off or termination.
- Department of Natural Resources (DNR) Water and Wastewater certifications are desirable upon hire but may be obtained during employment. Basic wastewater certification exam and at least one subcategory must be passed within the first 18 months of employment. Drinking water certification exam must be passed within the first 24 months of employment.
- Successful completion of a physical and alcohol/drug screen are conditions of employment.
- Certification in CPR, First Aid, Bloodborne Pathogens, and other safety courses deemed necessary during employment.

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 to, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requires of the position change.

The Village of Sister Bay is an equal opportunity employer.