




**CITY OF WILLIAMSTON**  
**JOB DESCRIPTION**

**UTILITY OPERATOR**

Reports to:	Waste Water Operations Supervisor	Approved by:	
Supervise:		Printed Name:	John P. Hanifan, City Manager
		Date:	October 18, 2024
		Wage Scale:	Utilities Operator
		Work Comp Code:	
Category (mark one):	Exempt	Non-Exempt (that is, can be paid overtime) <b>X</b>	
Union Affiliation (mark one):	None	AFSCME <b>X</b>	CCLP

**Position Summary:** Participates in a full range of activities associated with the Water and Sewer system under the direction of the Wastewater Operations Supervisor. Also works in other areas of infrastructure as needed.

**Reports to:** Wastewater Operations Supervisor

**Supervises:** N/A

**Union:** AFSCME

**ESSENTIAL JOB FUNCTIONS:**

1. Performs all aspects of sampling, monitoring, and testing required to maintain compliance with federal, state, and local regulations governing the water and wastewater treatment process.
2. Operates all light and heavy equipment and related tools and machinery utilized in completing assignments related to utility functions.
3. May participate in street and sidewalk maintenance activities. patches, completes small construction projects, cleans catch basins, removes and chips leaves, completes yard waste and brush pick-up and completes related tasks.



4. May plow snow and remove ice and complete other seasonal activities related to infrastructure maintenance.
5. Participates in building and facility maintenance activities. paints, cleans, changes lights, completes basic carpentry, plumbing and electrical jobs.
6. May participate in grounds and parks maintenance activities. Mows, trims, chips, plants, maintains park benches, tables, playground equipment, bathrooms and other facilities, pick up trash and completes related tasks.
7. Keeps records related to jobs performed, materials and equipment utilized and other information as needed. Completes related administrative tasks as assigned.
8. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position. Requirements include the following:

- High school diploma or equivalent; additional training in a skilled trade, building/construction management or related field is preferred
- State of Michigan Water Licenses at the level appropriate for the City's water (S-3) and sewer system (Class D) or the ability to obtain
- Three to five years in infrastructure construction and maintenance or related field. previous supervisory experience is preferred.
- Ability to complete ongoing training required to maintain all state licenses.
- Knowledge of the best practices and procedures associated with municipal construction projects and maintenance activities, including safety considerations.
- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Skills in coordinating the work of others.



- Skill in water and sewer system maintenance and repair and in the operation of all public works equipment, including light and heavy equipment. CDL or ability to acquire.
- Ability to work constructively and interact professionally with others.
- Ability to participate in on-call rotation and respond to public works emergencies outside of normal business hours.

**Physical Requirements and Work Environment:**

The physical demands of work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time at the plant and at various public works project sites, well sites and pump or lift stations. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites or plant settings.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the sites described above and complete heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.