

## POSITION DESCRIPTION

Class Title: Utility Operator  
Department: Water & Wastewater Utility  
Date: November 2018

Grade Number: 13  
Union: NA  
Location: 1900 Ninth Avenue

### GENERAL PURPOSE

Performs a variety of tasks pertinent to the operation and maintenance of the Village's wastewater treatment plant (WWTP), with peripheral duties extending into the Village's water pumping, storage and distribution facilities and wastewater conveyance pumping and collections facilities as called upon.

### SUPERVISION RECEIVED

Will receive work assignments, instructions and job evaluations primarily from the Facility Operations Coordinator and Utility Superintendent. May also receive assignments and instructions from the Field Operations Coordinator and Director of Public Works.

### SUPERVISION EXERCISED

None.

### MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent
- Must possess a valid state driver's licenses and have own vehicle with minimum Village required insurance coverage.
- Must reside within twenty (20) miles of the Village of Grafton boundaries within one year from the date of hire.

### DESIRED SKILLS

- Two (2) years of college or vocational training in one or more of the following areas of study: wastewater treatment/operations, environmental science, biology, or a closely related field.
- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in the operations and maintenance of public wastewater treatment and sewer collection systems, water supply and distribution systems, and the ability to perform necessary maintenance and repairs of those facilities and systems.
- Ability to read, follow and comprehend electrical wiring diagrams, ladder diagrams and schematics.
- Working knowledge of rules and regulations which affect Utility operations and activities.
- Skill in operation of various job-related power and hand tools and equipment.
- Ability to handle a variety of duties without close supervision.
- Ability to apply common sense understanding in carrying out instructions whether oral, written or in diagrammatic form.
- Ability to perform typical mathematical calculations as required for water and wastewater systems operational control and evaluation.
- Ability to interpret technical manuals of operation, standard operating procedures, equipment specifications and technical bulletins.
- Demonstrate working knowledge of SCADA and PC computer equipment with proficient use of current productivity software such as MS Excel, Word, Outlook, etc.
- Possess or have the ability to obtain CDL Class B with N (Tanker) endorsement within 12 months of hire.

- WDNR Certification as Wastewater Operator or ability to obtain within (12) twelve months of hire.
- WDNR Certification or strong desire to achieve certification as a Municipal Water Supply Operator.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

The wastewater plant includes preliminary treatment, primary clarification, extended-aeration activated sludge, final clarification, UV disinfection, anaerobic digestion, and bio-solids thickening. This position performs wastewater treatment plant operation duties which includes: monitoring, maintenance, trouble shooting, laboratory analysis, and building and grounds upkeep.

#### Specific duties include:

- Monitors proper operation and adjustment of all processes at the wastewater treatment plant via the SCADA system.
- Collects grab and composite samples for regulatory compliance and plant operational laboratory analysis.
- Collects random grab samples from septage haulers utilizing automated sampling equipment.
- Laboratory analyses including pH, BOD, TSS, TVSS, ammonia, phosphorus, chloride, fluoride, coliform, and detailed record keeping.
- Perform lab analyses on primary and anaerobic digester sludge including: solids, VA/ALK and coliforms, and detailed recordkeeping.
- On a rotating basis, complete monthly DNR wastewater discharge monitoring long report.
- Preparation of laboratory reagents and detailed record keeping.
- Monitors operation of anaerobic digesters and makes adjustments as necessary.
- Monitors operation of activated sludge process, and makes adjustments as necessary.
- Monitors sludge blankets, and makes adjustments as necessary.
- Monitors dissolved oxygen, and makes adjustments as necessary.
- Operation of sludge thickening equipment, and general management of in-plant solids.
- Assures adequate quantities of treatment chemicals including polymer and ferrous chloride are stocked appropriately.
- Operation of facility emergency power generator.
- Inspects, monitors and maintains the septage receiving station equipment.
- Operates pumps, blowers, valves, and various mechanical and electrical equipment related to wastewater treatment processes.
- Performs janitorial cleaning to maintain neat conditions throughout the plant.
- Performs routine clarifier cleaning.
- Performs periodic inspection, take-downs, and return-to-service of all WWTP tankage.
- Performs plumbing-related tasks facility-wide.
- Assists with equipment maintenance and repair as required.
- Serves as a first responder for utility-related operation emergencies.
- Assists with facility snow and ice removal in all paved areas, walkways, stairs, clarifier bridges, roofs, etc.
- Completes facility-wide safety inspections as assigned including follow-up corrective actions.
- Employee will be assigned rotating weekend (approximately one weekend every six weeks) and holiday duty as scheduled by supervisory staff.

- While on assigned weekend and holiday duty, serve as first point of contact and respond to all Utility-related emergencies as they arise.

Performs any other maintenance, operation or custodial work as requested by supervisory staff.

As requested, assists field operations staff with maintenance, troubleshooting and repair of well pumping equipment, lift station pumping equipment, remote site standby generators and all electrical-related components.

As requested, performs reading and recording of data from meters, gages, trend charts; monitoring and active interfacing with both the WWTP and field SCADA systems as necessary.

Performs SCADA trouble-shooting and repair or repair coordination as necessary or directed by supervisory staff.

As requested, serves as confined space entry team member for below-ground lift station inspections, wastewater tankage and vault entry, sanitary sewer manhole entry and all other Utility designated permit-required confined spaces.

Regular full-time attendance at this position is required.

### **TOOLS AND EQUIPMENT USED**

Knowledge of operation and use of motorized vehicles and equipment including: pick-up truck, sewer jetter, sewer rodder, generators, pumps, compressors, gauges, other monitoring and detection devices, grounds maintenance equipment including: lawn tractor, push mower, weed-eater, snow blower, etc. various safety equipment items and a variety of lab equipment.

### **PHYSICAL DEMANDS**

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 which can be described as medium to heavy work. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is regularly required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee is required to lift and/or move up to 50 pounds on occasion. 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. The employee must adjust to a variety of duties which include working in concert with others and also working alone and apart in physical isolation from others.

While performing the essential duties of this job, the employee will work both inside and outside and may be exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee will work regularly near moving mechanical parts and may occasionally work in high precarious places with risk of bodily injury.

The job's noise level as associated with operation and maintenance of Utility Plant facilities can be described as moderately loud.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews, background check, reference check, physical ability, alcohol/drug screening, and pre-employment medical examination.

Special consideration will be given to applicants who meet the Desired Minimum Qualifications and have Wisconsin Firefighter 1 certification and/or current Emergency Medical Technician Basic certification.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific 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 requirements of the job change.