**City Utilities - Water Plant Operator**

General Statement of Duties: Performs a variety of manual tasks in maintenance and operating of the water pumping, distribution, and metering systems belonging to the Richland Center Water Utility.

Distinguishing Features of the Classification: Employees in this classification perform a variety of tasks to maintain and operate the water distribution system in accordance with established procedures. Employees use acquired knowledge and skills in maintaining and repairing water meters, pumps, chemical feed equipment, reservoirs, hydrants, valves, and mains. The position requires work to be performed both indoors and outdoors in all weather and environmental conditions. Exposure to wet, humid, cold, and hot weather conditions are required, Work involves standing, walking, sitting, bending, lifting, carrying, digging, and climbing for examples of physical duties. Work is performed under the direction of the Water Department Superintendent. The normal work schedule is Monday-Friday 7AM – 3:30PM with both a weekend and holiday rotation schedule. Emergency call in availability is also required.

Examples of Work: (Illustrative only not inclusive)

* Installs, repairs, maintains, and cleans water mains, valves, and hydrants in the water distribution system
* Maintains water service taps and installs and replaces water service laterals
* Repairs broken or leaking water mains, services, valves, and hydrants
* Excavation of water mains with power equipment and hand shovels via working in trenches
* Install and change Utility owned water meters in customer owned property
* Test water meters for accuracy and cleans and repairs meters as needed
* Conducts monthly water meter readings
* Maintains water meter records
* Operates Utility owned vehicles and construction related equipment as required
* Performs routine troubleshooting and maintenance on Water Utility vehicles and equipment as needed
* Performs daily readings of pumps and flow charts and performs basic lab work to check that water treatment chemicals are within proper standards
* Maintains and adjusts chemical feed rates as needed
* Works an assigned every other weekend and rotating holiday schedule with other water department staff to perform above 2 tasks
* Maintains pumping plant facilities including well pumps, auxiliary standby motors, chemical pumps, chemical feed equipment, and scales
* Cleans and maintains public water fountains
* Empties and fills reservoirs, sterilizing as required
* Mows lawn, landscapes, clears snow, trims trees and brush at Water Utility facilities and Utility right of ways as needed
* Thaws frozen water services
* Performs minor custodial work in water department facilities
* Maintains distribution system asset records using excel spreadsheets and GIS mapping
* Have a basic electrical troubleshooting knowledge
* Post construction or maintenance landscaping, concrete, and street restoration
* Ability to communicate with Utility Billing Staff and Utility customers to resolve billing issues, customer use issues, and customer water quality issues and complaints
* Attend meetings, workshops, and training as directed
* Does any other related work as required or assigned

Basic Job Requirements:

* Possess a valid Wisconsin Driver’s License at time of hire.
* Ability to secure and maintain a Wisconsin Municipal Waterworks Operator Certification License in both Groundwater and Distribution within 3 exam cycles of hire date.
* Possess or have the ability to obtain and maintain through employment a Wisconsin Driver’s License with a Class A CDL air brake endorsement within one year of hire date.
* Note the above listed Waterworks Certification and CDL License are paid for by the Utility if not held at time of hire by a new employee.

Additional Required Knowledge, Skills, and Abilities:

* Possess ability to work independently and as part of a team with other utility staff maintaining effective working relationships with others
* Knowledge of and ability to follow safety precautions and procedures necessary in performing daily work tasks
* Ability to understand and follow oral and written instructions
* Ability to communicate via oral, written, phone, radio, and electronic methods
* Agility and strength to perform strenuous labor under varying weather conditions and time of day to accomplish examples of work as outlined above, sometimes during emergency conditions due to service outages
* Customer relation skills
* Computer use ability

Proposed May 19, 2023