

## **WATER SYSTEM OPERATOR**

**SUMMARY:** This is a skilled position in the construction and maintenance of the municipal water distribution and transmission systems. The majority of the work is performed in the field with some duties performed in the office. Reports to the Operations Manager and/or Lead Water System Operator for daily assignments and field work activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but other duties may be assigned:

- daily water plant readings / testing
- maintaining water plants and water plant equipment
- install, test, maintain all sizes of water meters
- turning valves
- flushing and maintaining of hydrants
- making repairs to damaged mains, services, hydrants and valves
- install water valves or hydrants
- tapping water main for new water services
- operate dump truck hauling materials and equipment to / from the job site
- operate hydro-vactor truck for hydro excavation activities
- assist in backfilling excavations
- stock work vehicle with necessary supplies
- Other duties and responsibilities as assigned

**QUALIFICATION REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be familiar with operational requirements of water distribution and transmission system.
- Must be able to work well with others
- Must have excellent customer service skills
- Knowledge of the water transmission/distribution system.
- Ability to communicate and maintain a good working relation with customers, the public, superiors, and fellow employees.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Skills in the operation of the equipment, tools, and testing equipment.
- Ability to read and analyze technical procedures.
- Ability to calculate figures and amounts as related to the water utility.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Knowledge and experience with personal computers is required.

## **CERTIFICATES, LICENSES, AND SPECIAL REQUIREMENTS:**

- High school diploma or GED and technical or university college related coursework
- WDNR Water Supply Operator Certification in Groundwater, Distribution, Iron Removal and Zeolite Softening
- Valid Wisconsin Commercial Driver's License - class B.
- Knowledge of First Aid and CPR.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Describes the physical demands required to perform the essential functions of the job and the work environment that the employee will encounter.

- Work is primarily performed in field, near moving parts and in the outside weather conditions. The employee will be exposed to wet and/or humid conditions, extreme heat, extreme cold and vibration. Requires ability to perform heavy manual labor for extended periods under unfavorable weather conditions.
- The employee may occasionally lift and/or move objects up to 100 pounds.
- The noise level in the work environment, on occasion, may exceed 85 decibels and require hearing protection.
- Employee is required to be on stand-by call and report promptly as needed.
- In addition, all water related work laying and repairing water mains and accessories; installing and repair water services; repairing broken and frozen water mains and services/any work that is designated by the Operations Manager or Leas Water System Operator.