

CITY OF WATERTOWN

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 01, 2022

Title: Water Operator I (Formerly Maintenance Operator) **Department:** Water Utility
Pay Grade: I **FLSA Status:** Non-Exempt

General Summary:

This is a skilled and technical position whose duties involve controlling, monitoring, and operating the water operations including the treatment plants and is considered a hands-on job for all process equipment in each of the following areas: well pumping stations, preliminary filter treatment, post filter treatment, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, etc.) This position exercises considerable independence of judgment for the water system planning, scheduling, and operations of the Watertown Water Utility treatment plants and source water pumping system to ensuring the safe and efficient operation of the facilities to ensure proper operation of a safe drinking water supply system in accordance with State and Federal standards. This includes performing a variety of manual, monitoring, testing, and reporting functions. Identification of problems and implementing solutions before they adversely impact the quality of water produced by making operational adjustments for maintaining well and booster pumps to provide adequate pressure and proper levels in water storage in reservoirs and elevated tanks; use the SCADA (supervisory, control and data acquisition) system to achieve the proper control over the above parameters. Assists in determining correct residuals of chlorine, sodium hydroxide, and fluoride by testing daily grab samples in the laboratory; adjust chlorine, sodium hydroxide, and fluoride feed equipment as deemed necessary; assist in meeting the monitoring requirements given by the DNR and other agencies to keep the system in compliance.

This position also requires an understanding of the water laboratory testing procedures: will need to perform process related lab tests in accordance with established procedures. Tests include total suspended solids, chlorine, fluoride, sodium hydroxide, pH testing, nitrate testing, and bacteriological.

Reporting Responsibility:

Under the general direction of the Water Operations Foreman is responsible for the water plant operations which includes completion of work orders for the preventative maintenance program which includes the machinery, equipment, plumbing, electrical system controls, and mechanical systems. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation of effectiveness and continuity of the water supply and treatment plant operations and permit limits.

Required Certifications and / or Licenses:

State of Wisconsin: Regular driver's license

Obtain and maintain a Wisconsin Department of Natural Resources Waterworks Operator Certification Subclasses: Groundwater (G), Distribution (D), & Iron Removal (I). Wisconsin Department of Safety and Professional Services Cross Connection Control Device Tester certification, and a commercial driver's license as needed or if requested by the Water Systems Manager.

Training other:

Electrical repair and print reading, NFPA 70E arc flash, confined space entry, basic plumbing, computer, mechanical repair, water operations, and water lab analysis.

Knowledge, Skills, and Abilities:

Recommended requirements include: A two-year specialized training program in drinking water operations and treatment including laboratory procedures and an internship at a water supply system or treatment facility or equivalent training and experience. Five years of water plant operations (including laboratory work) or closely related job in the utilities field preferred and/or required.

Computer knowledge and understanding of input/export of data into tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blueprint interpretation, complex sewer facilities mapping interpretation which includes elevations and flow pattern readings. Fiix asset management software system in use for all work orders and maintenance records. Up to date knowledge of all software programs in use and the ever-changing technology used for plant operations including computers, tablets, CB radios, software programs, supervisory control and data acquisition operating systems in place, and an understanding of a GIS mapping database.

That is further defined as follows: Considerable knowledge of various types of pumps, motors and automatic valves, their operation, maintenance and repair; ability to gain knowledge of, and implement SCADA program procedures necessary for day to day water system operation; considerable knowledge of occupational hazards and safety precautions; working knowledge of motors and motor starters; ability to troubleshoot minor mechanical and electrical problems and repair the same, carry out oral and written instructions, keep accurate records and make reports, notice strange or out of character things or people and situations around high security areas such as water reservoirs, towers, tanks and vessels, and report any of the above to proper authorities. Heavy construction equipment such as service trucks, dump trucks, backhoe, hydro-vacuum machine, water pumps, various hydraulic tools and machinery. Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two way radio language, engineering blue print interpretation, complex water system mapping interpretation which includes elevations and pressure readings. Electronic water leak correlation equipment and data interpretation. Ability to perform confined space entry work may also be necessary.

Physical Demands: Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

Judgment and Situational Reasoning Ability: Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

- Knowledge of plumbing and electrical control systems.
- Knowledge of sophisticated computerized pump controllers and remote operational systems.
- Ability to take written directions, or computer GIS data, and correlate to site setting to find main and service valves
- Long and unusual working hours in extreme weather conditions and working while fatigued.
- On call 24/7
- Common sense
- Very detail orientated
- Ability to work under extreme conditions with accuracy.
- Knowledge of specialized process equipment and controls used for drinking water operations and water treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to supply and treat drinking water.
- Ability to provide first line supervision, ability to persuade, convince and train others. Ability to advise and interpret how to apply policies procedures and standards to specific situations.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Ability to work long and unusual hours in extreme conditions with accuracy and while fatigued.
- Paid rotating on call 24/7/365 with other staff in Water Dept.
- Common sense / detail orientated.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.
- Coordinates collects all drinking water samples required by the DNR including bacteriological, organics, synthetic organics, volatile organics, inorganics, metals, nitrates, lead, and copper when required on a daily, weekly, Bi-weekly, monthly, quarterly, semi-annual, and annual basis.
- Input daily equipment runs times, water volumes, and chemical use needed to create reports required for the Wisconsin Department of Natural Resources (DNR).
- SCADA program and onsite PLC's (programmable logic controllers) to troubleshoot problems and reload programs if necessary, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.
- Coordination of pumping adjustments for annual flushing and maintenance of fire hydrants in water system located throughout entire city.
- Up to date knowledge of technology used including use of a laptop computer to interface remotely with the SCADA program and onsite PLC's (programmable logic controllers) to troubleshoot problems and reload programs if necessary, desktop computers, tablets, and GIS mapping database to locate valves, hydrants, services, and mains from written directions.
- Assist with building, grounds, communication equipment and maintenance at 9 well sites, 3 raw reservoir sites, 1 booster pumping station, 4 elevated storage tanks, 3 water treatment facilities and various other facilities through the city.
- Responsible for providing technical guidance and assist in training other operators and coworkers in the Water Department for plant operations.
- Setup and maintain safe construction work zones and direct traffic.
- Knowledge of pipe material types required for use with pumps and conditional requirements based on water corrosivity, chemicals, soils and geology.