



## **Water System Operator**

### **GENERAL OVERVIEW OF POSITION:**

This is a diversified wage and hour position in the Water Utility and involves the operation, repair and maintenance of the water production and distribution and related facilities. The duties shall include work on the MPU system, as well as other operation and maintenance contracts, including but not limited to the Central Brown County Water Authority. This position includes physical labor in all weather, and the use of tools and equipment for day-to-day duties. Due to the diverse nature of this position, the employee shall develop and acquire the necessary construction skills, maintenance skills, laboratory skills and equipment operating skills to enable work to be performed in an efficient manner and insure that safe potable water is delivered to the general public.

Direct supervision will be by the Water Distribution Superintendent, Water Production Superintendent or designated supervisor. General supervision will be by the Water System Manager. This is a non-exempt position.

The position shall be comprised of four levels (TRAINEE, LEVEL III, LEVEL II, LEVEL I) with promotion between levels occurring on the basis of job performance, written assignment and examination, and experience at each level. It is understood that the employee in this class must continue on to Level I for the position to provide the flexibility required by Manistowic Public Utilities.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (Illustrative only):**

- Operate and maintain the water distribution system, including watermains, valves, hydrants, services and appurtenances;
- Repair and/or install watermains, valves, hydrants, services and appurtenances;
- Physically locate underground water utilities using specialized equipment;
- Perform periodic maintenance and/or emergency repairs on all water facilities and equipment;
- Effectively read system maps, plans and drawings;
- Act as watermain inspector with full authority to enforce compliance with construction standards;
- Operate and maintain water treatment plant equipment;
- Monitor and control the water system using computer and/or manual control, making changes as necessary;
- Perform troubleshooting and determine efficient operation by interpreting plant performance results;
- Have knowledge of SCADA, computers and associated equipment;
- Clean, maintain, and repair buildings, tools and equipment as necessary;
- Maintain good safety attitude, abide by all safety rules and use all provided safety equipment and apparel;
- Perform laboratory analyses on water samples for chemical, physical and

- bacteriological quality;
- Maintain daily and monthly operational records;
- Utilizes the computerized maintenance software to schedule and archive maintenance and repair information;
- Receive emergency calls and take appropriate action;
- Notifies water customers of interrupted water service
- Complete continuing education, including training seminars, classes and in-house assignments;
- Assist Meter & Service as assigned;
- Perform other work and tasks as assigned.

*(Note: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification.)*

#### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- **TRAINEE**: To become a Trainee requires completion of a two-year associate degree supplemented by technical school courses in the water field and a Class S certificate from the Wisconsin Department of Natural Resources.
- **LEVEL III**: To be promoted to Level III requires the completion of a minimum of one year as a Water System Operator Trainee, a positive job performance evaluation, completion of a detailed in-house training course on the basic operations of the water treatment plant and distribution system (with homework assignments), and a seventy percent (70%) score on an exam. Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.
- **LEVEL II**: To be promoted to Level II requires the completion of a minimum of one year as Level III Water System Operator, a positive job performance evaluation, a detailed in-house training course on the control, repair, and maintenance of the water treatment plant and distribution system (with homework assignments), and an eighty percent (80%) score on an exam. Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.
- **LEVEL I**: To be promoted to Level I requires the completion of a minimum of two years of experience as a Level II Water System Operator, a positive job performance evaluation, completion of additional training on troubleshooting and solving water treatment plant and distribution system issues, understand water utility principles and practices (with homework assignments), and a ninety percent (90%) score on an exam. A Level I Water System Operator must also possess the WDNR Water Supply Operator Certifications in Groundwater and

Distribution. Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- **TRAINEE:** To become a Trainee requires good mechanical aptitude as well as the ability to operate various types of required equipment effectively and safely; administer sound judgment; work in a safe and effective manner; follow written and oral instructions; read plant and distribution system drawings correctly; remain calm and decisive in emergency situations; work well under adverse conditions; lift objects up to 75 pounds, have the ability to climb vertical ladders and scaffolding, and enter confined spaces.
- **LEVEL III:** To be promoted to Level III requires a basic knowledge of the operation and control of the water treatment plant and distribution system, with the ability to work unsupervised.
- **LEVEL II:** To be promoted to Level II requires a working knowledge of water treatment plant and distribution system, including operating and maintenance practices and the ability to utilize sound judgment.
- **LEVEL I:** To be promoted to Level I requires a complete and comprehensive knowledge and understanding of the distribution system, water treatment plant, and maintenance; exhibit leadership; and have the ability to deal with the public effectively. The employee must be organized to maintain accurate and complete records and have the ability to make sound decisions as required, as well as lead and train fellow employees.

### **PHYSICAL REQUIREMENTS:**

- Ability to perform demanding physical tasks at times such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and at extreme heights, and lifting or carrying moderately heavy (up to 75 lb.) items.
- Ability to operate complex gasoline, electric or diesel-powered machinery or shop equipment requiring manipulation of multiple controls, fine adjustments or both

### **ENVIRONMENTAL REQUIREMENTS:**

- Work includes an assigned rotating schedule that would include first shift and second shift work schedules, including scheduled weekend work. Third shift work may be occasionally required
- Exposure to adverse environmental conditions

### **SENSORY REQUIREMENTS:**

- Color, sound, odor, depth, hearing and visual perception and discrimination
- Good oral communication ability

**OTHER REQUIREMENTS:**

- Possession of a valid driver's license and a good driving record
- Ability to be available to respond to work after hours
- May be required to use personal vehicle for use on the job

**Revised and accepted on: April 30, 2020**