

Find yourself next to the water.

A S H L A N D

City of Ashland, Wisconsin
601 Main Street West — Ashland, WI 54806 — www.coawi.org

CITY OF ASHLAND

OFFICIAL POSITION ANNOUNCEMENT: Full-Time/Permanent Position

POSITING TYPE: INTERNAL AND PUBLIC*
*This position is being concurrently posted internally within the City of Ashland workforce and the general public.

POSTING DATE: February 7, 2019

The City of Ashland is accepting applications for a Full-Time Employment (FTE) opportunity titled **Utility Operator**. This is a non-represented, full-time/permanent position eligible for the standard benefits package through the City of Ashland.

The Utility Operator position is a non-exempt/hourly position with an hourly wage range of \$20.00-\$24.50, depending on qualifications and current certifications.

For more information please access the full position description by visiting the City of Ashland website at www.coawi.org/Jobs.aspx. You can also pick up an application at the Human Resource Office, City Hall, 601 Main Street West, Ashland, Wisconsin, or call 715-685-1603 to speak with the HR Director.

Interested candidates must submit a cover letter, City of Ashland Employment Application, and resume to jobs@coawi.org.

Application deadline is February 27, 2019 at 4:00 p.m.

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of service, programs or activities.



OFFICIAL POSITION DESCRIPTION

Full-Time/Permanent Employment

Position Title: Utility Operator

Department:	Public Works - Utility Department	Effective Date: February 7, 2019
Immediate Supervisor:	Water/Waste Water Utility Operations Manager	
Hourly Wage Range:	\$20.00 - \$24.50 Depending on Qualifications/Certifications	
Position Type:	Non-Exempt, Full-Time/Permanent	
Closing Date:	February 27, 2019	

INTENT: The intent of this position description is to describe the general nature and level of work being performed by employees assigned to this job title. This position description is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

JOB SUMMARY: This is a skilled position involving the safe and efficient use of a variety of equipment used in the operation, maintenance and repair of drinking water treatment facilities, drinking water distribution and wastewater collection infrastructure and wastewater treatment facilities. The position also requires heavy physical labor associated with maintenance of treatment equipment and conveyance materials.

Normal working hours are 7:00 a.m. to 3:30 p.m. with lunch break from 12:00 p.m. to 12:30 p.m. Schedule will vary to cover shifts Monday through Sunday. Weekend work is required on a rotating schedule. This position has the potential for over-time to address emergencies or other tasks as assigned.

SECTION A: DUTIES AND RESPONSIBILITIES

Tasks routinely performed:

Water Plant

- Operate a 1.2 MGD membrane microfiltration surface water treatment plant, pumping stations and storage facilities to control the flow, processing and supply of public drinking water.
- Interpretation and operations of equipment and SCADA controls
- Maintain daily log and perform data entry
- Collect samples, prepare sampling reports and complete chain-of-custody records, prepare and ship compliance monitoring samples
- Start and stop equipment, mix chemicals and adjust feed rates, observe variations in treatment equipment and processes
- Monitor treatment processes by collecting and performing laboratory analyses
- Perform needed and scheduled maintenance on equipment and other necessary tasks
- Perform miscellaneous building and grounds maintenance including cleaning, lawn care, snow removal and other necessary tasks
- Follow proper safety procedures for excavation and confined space entry in addition to other safety plans
- Operate all plant equipment and vehicles in a safe manner

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Wastewater Plant

- Operate a 1.9 MGD secondary biological wastewater treatment plant and sludge processing facilities to control the flow and processing of wastewater.
- Interpretation and operations of equipment and SCADA controls
- Maintain daily log and perform data entry
- Collect samples, prepare sample reports and complete chain-of-custody records, prepare and ship compliance monitoring samples
- Start and stop treatment equipment, mix chemicals and adjust chemical feed rates, observing variations in treatment equipment and processes
- Perform needed or scheduled maintenance on equipment and other necessary tasks
- Occasionally perform laboratory analyses in an on-site laboratory
- Perform miscellaneous building and grounds maintenance including cleaning, lawn care, snow removal and other necessary tasks.
- Follow proper safety procedures for excavation and confined space entry in addition to other safety plans.
- Operate all plant equipment and vehicles in a safe manner.

Water Distribution

- Operate and maintain water distribution equipment and infrastructure
- Interpretation and operations of equipment and SCADA controls
- Hydrant, valve and service connection operation and maintenance
- Perform meter change out, repairs and testing; and premises and in home inspection of utility owned equipment and compliance to city, state and federal regulations as they pertain to water backflow prevention and cross-connection control
- Install, repair and maintenance of buried piping and valves
- Follow proper safety procedures for excavation and confined space entry in addition to other safety plans
- Operate all distribution equipment and vehicles in a safe manner

Wastewater Collection

- Check lift stations for proper operation and cleanliness and perform needed and scheduled maintenance.
- Interpretation and operations of equipment and SCADA controls
- Install, repair and maintenance of underground sewer systems
- Flushing, jetting and televising sewer pipes and manholes
- Perform meter change out, repairs and testing, and premises and in home inspection of utility owned equipment and compliance to city, state and federal regulations as they pertain to wastewater backflow prevention and cross-connection control
- Follow proper safety procedures for excavation and confined space entry in addition to other safety plans
- Operate all collection equipment and vehicles in a safe manner

SECTION B: QUALIFICATION and REQUIREMENTS

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To perform this job successfully, an individual **must** be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- High School graduation or equivalent is required.
- Post high school education in related field is highly desired with emphasis on electrical process controls.

Certifications, Licenses, and Other Requirements:

The employee in this position must be willing to obtain the following Wisconsin Department of Natural Resources certifications:

Ability to obtain Water and Waste Water Utility Operator Certifications as per Chapter NR 114 or the possession of Wisconsin Grade 1 Surface Water Treatment and/or Distribution Operator Certifications, and/or possession of WI DNR Wastewater Operator Certification and subclasses: A1, B, C, D, P, L, SS

Other requirements include:

- Possess excellent communications skills, clearly articulating issues and alternatives.
- Possess strong computer, capital planning and asset maintenance skills.
- A valid Wisconsin Motor vehicle operator license, or the ability to acquire one, is a continuing requirement of employment.
- Possession of a Commercial Driver's License or ability to obtain within six months is a continuing requirement of employment.

Skills and Abilities:

Knowledge of:

- Knowledge and experience in various water and wastewater treatment methods and techniques.
- Knowledge and experience in operations, maintenance and repair of electric motors, motor controllers, switching gear, VFD Drives and valves normally found in water and wastewater operations.
- Knowledge and understanding of SCADA system operations, maintenance, troubleshooting and repair.
- Knowledge and experience in general mechanics and construction.
- General electrical knowledge.
- Basic knowledge of gas and diesel engine maintenance and operation.
- Knowledge and experience with computers and computer programs including Microsoft Office.

Ability to:

- Perform preventative and regular maintenance work.
- Follow oral and written instructions, and participate as a team member in the operation.
- Troubleshooting skills: Able to quickly look over a situation and offer ideas to resolve problems.
- Operate and maintain various heavy and light construction equipment.
- Perform heavy physical tasks under varying working conditions.

SECTION C: SUPERVISION AUTHORITY

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None

SECTION D: OTHER SUPERVISORY AUTHORITY

Typically none, but may be assigned to lead a project.

SECTION E: PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of the position of Utility Operator. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is required to walk, utilize fingers to handle, operate objects, tools, controls and reach with hands and arms.
- While performing the duties of this job the employee is often required to crouch, crawl, kneel, stoop, and climb.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires the ability to operate, maneuver and make continuous adjustment on equipment, machinery and tools such as computers and other office machines, and or materials used in performing essential functions.
- The employee may be required to exert physical effort varying from sedentary to continuous activity during a work shift. Involving lifting, carrying, pushing, pulling, or moving up to 75 pounds.
- Physically capable of wearing a respirator and self-contained breathing apparatus

Employee may be required to work additional hours, nights or weekends in emergency situations.

SECTION F: WORK ENVIRONMENT CONDITIONS and CONSIDERATIONS

The work environment characteristics described here are representative of those the Utility Operator encounters while performing the essential functions of his/her job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet except for areas where hearing protection is required.
 - Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as bacteria and microorganisms pose limited risk of injury.
 - While performing the duties of this job, the employee may work near moving mechanical parts.
 - The employee may be exposed to fumes or airborne particles.
 - The employee may work in high precarious places, confined spaces, and in extreme outside weather conditions. The employee may be exposed to wet and/or humid conditions as well as other temperature and weather variations.
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SECTION G: EQUIPMENT OR MACHINERY OPERATIONS

The Utility Operator routinely operates various tools, machinery, heavy and light equipment related to the task and will be required to operate and use the following equipment: jet truck, backhoe, skid steer, dump trucks, one ton pickups, pipe camera and loader.

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The Utility Operator frequently uses a computer, calculator, copy machine, fax machine, telephone system, SCADA system, various software programs, motor vehicle, engineering equipment, radio, and various other machinery and mechanical equipment.

SECTION H: WAGE and BENEFITS

Wage is based on applicable WI DNR certifications and other qualifications.

- Additional Pay Rates: Scheduled Standby Pay
- Benefits: Standard City of Ashland Benefits Package

SECTION J: POSITION DESCRIPTION APPROVALS

REVIEWED BY: _____
Human Resources/Safety Director
City of Ashland

Date

APPROVED BY: _____
City Administrator
City of Ashland

Date

EMPLOYEE ACKNOWLEDGEMENT

I HAVE REVIEWED AND ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ATTACHED JOB DESCRIPTION AND AM FULLY AWARE OF MY RESPONSIBILITIES AND DUTIES RELATED TO THE POSITION OF **Utility Operator**. I UNDERSTAND THIS JOB DESCRIPTION IS SUBJECT TO REVISION FROM TIME TO TIME BY THE CITY.

Utility Operator

DATE

Director of Public Works

DATE