

**VILLAGE OF IOLA**  
**JOB DESCRIPTION**

Job Title: Treatment Plant Operator / Utility Maintenance Worker

Starting at: \$30/hour

This is a full-time position. The Treatment Plant Operator / Utility Maintenance Worker will routinely operate and perform maintenance upon the water distribution, sanitary and storm water collection systems. This employee will work both independently or as part of a crew to complete assigned work tasks. This employee shall work rotating weekend shifts as per the agreed work schedule. They will be required to attend meetings and to maintain required credentials through continuing education. The Treatment Plant Operator / Utility Maintenance Worker may be called back to work before or after regularly scheduled work hours or on scheduled days off. Will be required to work every other weekend for three hours per day.

**JOB SUMMARY:**

The Treatment Plant Operator / Utility Maintenance Worker has the primary responsibility for the routine operation, maintenance of and improvements to the Village of Iola's water and wastewater treatment facilities. This position will also perform routine tasks to maintain the Village of Iola buildings, structures and grounds. This entails the ability to perform daily safety and maintenance checks; responsible for preventative maintenance duties including lubrication and inspection of mechanical equipment, install, inspect and repair all of the equipment that is necessary to these processes and to ensure that they function properly at all times. Operate computer and office equipment as required to receive and document utility activities.

**SUPERVISION:**

The Treatment Plant Operator / Utility Maintenance Worker shall assist in all activities of the water and wastewater treatment plants and is under the supervision of the Director of Public Works.

**DUTIES AND REPSONSIBILITIES:**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Director of Public Works. This job description reflects general knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover agencies or relief, to equalize peak work periods, or to otherwise balance the workload.

1. Operations and Maintenance:

The Treatment Plant Operator / Utility Maintenance Worker shall:

- Be in "responsible charge" of the water treatment facility and wastewater treatment facility.
- Oversee and direct the day-to-day operations and maintenance of the Village's water and wastewater treatment facilities and ensure these activities are completed according to acceptable public health practices and industry standards.
- Understand the methods and techniques of troubleshooting for mechanical and electrical control systems.
- Assist in the development and implementation of modern operating procedures in accordance with rules, regulations and procedures.
- Develop preventive maintenance programs; inspect treatment and other system components for malfunctions and make necessary repairs.

- Investigate complaints relative to the operation of the water and wastewater facilities and initiate appropriate action to achieve appropriate resolution, coordinate with others as appropriate.
- Identify unsafe working conditions and take action to immediately correct.
- Recommend improvements/revisions to Village safety rules and procedures.
- Plan, schedule and assign daily work projects and prepare reports relative to the completion of projects.
- Operate a variety of light and heavy equipment as needed.
- Ensures that safety precautions and procedures are followed in all work activities.
- Participate in professional meetings, seminars and other meetings as necessary.
- Determine and implement remedial actions in emergencies, including following directives issued by regulatory agencies to correct deficiencies.

## 2. Process Control and Record Keeping:

The Treatment Plant Operator / Utility Maintenance Worker shall:

- Analyze and review recording/instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly.
- Possess knowledge of operations, services and activities of water and wastewater treatment programs, methods, and techniques used in the industry.
- Understand principles of chemistry and biology associated with the concepts and theories of system processes.
- Oversee sample collection and laboratory testing, interpreting test results, and direct process control changes as required in accordance with applicable laws.
- Perform source water quality monitoring and take follow up action if necessary.
- Maintain records of operation and performance as required by state and/or federal regulatory agencies.
- Prepare reports required by state and/or federal regulatory agencies and ensure the required reports are submitted in a timely manner.
- Establish and maintain appropriate procedures for treatment plant processes, tests, and analysis, including when and how plant process adjustments should be made based on analyzed data.
- Understand and project expenses of department budgets.

## 3. Miscellaneous:

As a person in "responsible charge", the Treatment Plant Operator / Utility Maintenance Worker is required to be available 24 hours per day (voicemail, cell phone, etc.).

In addition to other job duties, the Treatment Plant Operator / Utility Maintenance Worker shall perform miscellaneous work tasks as determined by the Director of Public Works, which may or may not include lawn mowing, snow plowing, snow shoveling and repairs and maintenance of equipment or structures.

## **ACCOUNTABILITY:**

The Treatment Plant Operator / Utility Maintenance Worker shall be accountable to the Director of Public Works and through such chain of command and such officials as the Village President may from time to time direct.

## **KNOWLEDGE ABILITIES SKILLS FOR SUCCESS:**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently, to include:

- A thorough knowledge of wastewater treatment and public drinking water systems.
- The ability to coordinate with other managers within the department to utilize additional department resources.
- The ability to maintain the appropriate certifications required by the State of Wisconsin to be the primary responsible individual in charge of the daily operational activities of the water and wastewater treatment facilities.
- The knowledge and ability to monitor the operation of the water and wastewater treatment plant, including but not limited to the review of laboratory data, sewage flow, digester operations, sludge characteristics and disposal and bypass occurrences.
- Methods, practices, procedures, and equipment used in the treatment, operation, maintenance, and repair of municipal water/wastewater treatment system.
- Knowledge and practical application of Village and departmental rules, regulations, and policies.
- Thorough knowledge of laboratory techniques in sampling and testing of samples.
- Ability to understand and follow written and oral instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to perceive three dimensions and to distinguish colors.
- Thorough understanding of the functional nature of plant mechanical equipment and knowledge of electrical and telemetric control systems.
- Considerable knowledge of safe working procedures and practices; skill in using a variety of potentially hazardous tools, equipment, and vehicles safely.
- Ability to establish and maintain effective working relationships with other employees, agencies, and the general public.
- Ability to perform manual labor for extended periods under dirty and uncomfortable situations in all types of weather.
- Ability to operate a personal computer and other office equipment.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Treatment Plant Operator / Utility Maintenance Worker may work either indoors or outdoors in adverse weather conditions as required. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, communicable disease, machinery or its moving parts, dust, pollen, epoxy chemicals, insect bites or stings, liquid chemicals, noisy work area, noxious odors, and smoke, wet and/or humid conditions and vibration. Additional hazards encountered may include confined spaces, open trenches, risk of electrical shock, and exposure to toxic or caustic chemicals such as solvents and chemical fumes, chlorine, ammonia and hydrogen sulfide. Use of a respirator and protective clothing may be required to perform various elements of the job. Protective clothing required for completion of some job requirements may include rubber boots, rubber or plastic gloves, safety equipment, hard hats and/or other specialized protective equipment.

### **PHYSICAL REQUIREMENTS:**

The Treatment Plant Operator / Utility Maintenance Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motion, in addition to:

- Stand or walk for long periods of time.
- Work in or over water.
- Working at heights or on a scaffolding.
- Lift or carry up to 100 pounds.
- Must have the ability to work in an outside environment containing dust, snow, rain and ice.

Job requirements may include the ability to climb, bend and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. He/She must be able to disassemble, repair and install valves, switches, motors and related equipment and must have the ability to use standard hand tools and equipment such as wrenches and screwdrivers.

**RECRUITING REQUIREMENTS:**

- High school graduate or equivalent.
- Valid Wisconsin State Driver's License.
- Valid CDL or obtain one within 1 year.
- Wisconsin State Water Treatment Plant Operator Certification a plus or willing to obtain within 1 year.
- Wisconsin State Group II Wastewater Operator Certification a plus or willing to obtain within 1 year.
- Experience with water and wastewater treatment plants a plus.
- Some training in chemistry, biology, process control and mechanical and electrical maintenance are desirable.
- The Village of Iola is a drug-free environment.