

VILLAGE OF PEWAUKEE
Job Description
UTILITY OPERATOR

DEPARTMENT: PUBLIC WORKS
DATE: October 2023
REPORTS TO: UTILITY SUPERVISOR

SUMMARY:

The Utility Operator monitors, maintains, operates, and repairs the water and sewer systems in the Village, monitors, repairs, and maintains the Village's street light system and assists in snow removal operations.

NOTE: The listing of this position as assigned to the Water and Sewer Utility Division, or the Streets Division does not mean the employee only performs duties within a particular Division. Each employee is required to perform all duties assigned, regardless of whether these duties are listed on this Job Description or not.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain, repair and lubricate machinery and equipment including but not limited to pumps, motors, starters, floats, power generators, air compressors, valves and electrical controls at the sewage lift stations. Document completed work.

Maintain, repair, lubricate and operate machinery for cleaning sewers. Repair, clean and televise sewer mains, manholes and laterals as required. Document completed work.

Inspect, repair and maintain the street lighting system of the Village. Operate bucket truck to a maximum working height of 40'. Document completed work.

Excavate and repair water main breaks, valve failures, hydrant damage, and water service leaks. Document curb stop box locations and repair locations.

Install and replace meters on appointment schedule; remove meters when requested. Document completed work.

Drive and operate vehicles and equipment related to job duties.

Perform well checks and obtain water samples for testing, maintain logs of same, and forward to proper authorities. Perform chemical testing as required. Monitor operation of and perform necessary calculations relating to chemical treatment.

Operate Village supervisory control and data acquisition system (SCADA). Respond to alarms sent from SCADA.

VILLAGE OF PEWAUKEE
Job Description
UTILITY OPERATOR

Operate PC and Village GIS software.

Operate hydrants to flush water mains. Perform water main valve operation.

Follow Digger's Hotline procedures in locating village-owned underground utilities such as sanitary sewer, storm sewer, water mains, and lighting cables.

Drive and operate various-sized trucks equipped with salt spreaders, plows, and wing plows and haul snow during snow and ice control operations.

Train new and part-time personnel as required.

Performance of overtime responsibilities as required.

OTHER DUTIES:

Perform Equipment Operator duties and other duties in the Streets Division, when required.

Duties assigned by supervisor as time permits.

Work with other Division employees in the upkeep of the floor and interior of the public works facility as needed.

Establish and maintain a positive working relationship with members of the community and other employees.

Attend training courses, meetings, and conferences as directed by the supervisor. May be required to confer with citizens on problems or concerns.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have a willingness to learn and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus, one year of municipal or related experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS:

Ability to carry out routine tasks with little or no supervision; ability to understand and carry out complete oral and written instructions; ability to establish and maintain effective public and working relations; and general working knowledge of diesel and gasoline engines, pumps, electric motors, machinery, PC and PC software and an electrical/mechanical aptitude. Knowledge of occupational and safety hazards and precautions necessary in the workplace.

VILLAGE OF PEWAUKEE
Job Description
UTILITY OPERATOR

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence and document completed work. Ability to effectively present information in one-on-one and small group situations to customers, supervisors, and other employees of the Village.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrate a keen sense of attention to detail.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and Commercial Driver's License with endorsements B, and D, with Tanker Endorsement. Ability to obtain a Wisconsin Department of Natural Resources waterworks operator's certification, grade 1-G, D (groundwater, distribution,) within 1 year of eligibility.

OTHER SKILLS and ABILITIES:

Requires the ability to drive and operate a backhoe, front-end loader, drive a dump truck, Jet/Vac Truck, and pick-up truck with trailer

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move more than 100 pounds.

TOOLS AND EQUIPMENT:

Continuous use of hand and power tools including but not limited to pick, shovel, hammer, wrenches, screwdriver, gas detector, electric drill; frequent use of telephone, computer, and adding machine/calculator; and occasional use of air hammer & drill.

WORK ENVIRONMENT:

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

VILLAGE OF PEWAUKEE
Job Description
UTILITY OPERATOR

While performing the duties of this job, the employee constantly works in outside weather conditions during all temperature and weather extremes. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in this position. 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 job. This job description does not create an employment contract between the Village and the employee and is subject to change by the Village as the needs of the Village and the Department change over time.