

The Village of Plover is seeking qualified candidates for the position of Wastewater System Operator. This is a bargaining unit position that carries out day to day operation and maintenance of the Wastewater Treatment Facility and wastewater collection system and lift stations.

An Associate Degree, or equivalent, in related course work is required. One year experience in a wastewater utility is preferred. DNR Grade 2 wastewater certification in subclasses C, E, G, I, & J preferred. Combinations of education and experience with wastewater operations, mechanical or electrical maintenance, environmental testing, and construction, which provide the necessary skills and abilities to perform the wide range of job duties, may be considered.

Job description, wage rate, and benefits are available upon request. More information and job application may be found at [www.ploverwi.gov](http://www.ploverwi.gov). Applications will be accepted until close of business February 19, 2010. Contact Rich Boden, [rboden@ploverwi.gov](mailto:rboden@ploverwi.gov), or Lyle Lutz, [llutz@ploverwi.gov](mailto:llutz@ploverwi.gov), 715 345-5259, for more information. Submit resume and completed application to Rich Boden, Plover Wastewater Utility, PO Box 37, Plover, WI, 54467.

## **WASTEWATER SYSTEM OPERATOR**

SUMMARY STATEMENT OF DUTIES: Operators assist in the daily operation and maintenance of the Wastewater System.

DISTINGUISHING FEATURES OF POSITION: This position requires the ability to work with the Wastewater System supervisors and other Wastewater System Operators at various tasks and to work independently as directed. This position requires the skills and knowledge to perform lab work accurately and consistently. This position requires the skills and knowledge to keep Wastewater System operating properly. This is a Union position.

DUTIES AND RESPONSIBILITIES:

1. Assists in the operation of the Wastewater System.
2. Reports condition of plant, processes, and equipment to Supervisor.
3. Performs routine operational duties.
4. Makes process control changes, as necessary to maintain optimum conditions and comply with all permit conditions.
5. Performs maintenance, as necessary or directed.
6. Performs the following lab duties including but not limited to:
  - Completes daily inspection, records meter readings, and takes samples as required.
  - Performs lab analysis using standard procedures.
  - Completes record keeping and maintains computerized data.
  - Orders lab supplies, as directed
  - Maintains lab and equipment in a clean condition.
7. Follows lab quality control program. Follows lab registration requirements.
8. Completes reports and billings, as directed.
9. Perform collection system tasks as necessary or directed.
10. Maintains lift stations as necessary or directed.
11. Follows all safety and other policies and procedures.
12. Is on call and performs weekend duties for the Wastewater System. May be on call and assist with duties at the Water Utility and Public Works Department, as required.
13. Performs related work as directed.

EDUCATION, TRAINING, AND EXPERIENCE:

An Associate Degree, or equivalent, in related course work is required. One year experience in a wastewater utility is preferred. DNR Grade 2 wastewater certification in subclasses C, E, G, I, & J preferred. Combinations of education and experience with wastewater operations, mechanical or electrical maintenance, environmental testing, and construction, which provide the necessary skills and abilities to perform the wide range of job duties, may be considered. Skills and abilities will be demonstrated through a combination of written and practical tests.

### ESSENTIAL KNOWLEDGE, SKILL, AND ABILITY:

1. Has adequate knowledge of biology, mathematics, biological systems, and mechanical and electrical systems to understand the treatment processes and monitor their condition. Has knowledge of collection system operation. Has the ability to troubleshoot Wastewater System processes and equipment.
2. Understands pumps, blowers, motors, aeration equipment, and controls, and is able to monitor this equipment.
3. Has the knowledge and ability to maintain system equipment in good working order.
4. Understands lab procedures and quality control procedures.
5. Performs laboratory test procedure as specified in written procedures.
6. Can operate hand tools, power tools, lawn mowers, vehicles and heavy equipment.
7. Is able to use electrical test equipment and troubleshoot electrical circuits.
8. Follows safety policies and procedures.
9. Can use computers and various software packages.

### PHYSICAL REQUIREMENTS

1. Must be in good physical condition and pass a pre-employment physical and routine respiratory physicals for confined entry as required by safety policy.
2. Must be able to safely lift manhole covers unassisted
3. Must be able to lift 100 pounds unassisted. Must be able to push or pull 100 pounds unassisted.
4. Must be able to lift more than 100 pounds with assistance. Must be able to push or pull more than 100 pounds with assistance.
5. Must be able to climb steps and set up and climb ladders.
6. Must be able to work outside day or night, in any weather conditions, for extended periods.
7. Must be able to perform hard physical labor for extended periods of time.
8. Must be able to perform tasks requiring a moderate to high degree of manual dexterity.
9. Must be able to do typical wastewater system work.

### WORK ENVIRONMENT

Employees are subject to contact with untreated wastewater, and other possibly infectious materials. The work environment contains:

- Mechanical hazards
- Electrical hazards.
- Respiratory hazards
- Hazardous chemicals
- Confined entry areas
- Slippery conditions
- Large tanks of water
- Loud noise
- High humidity

### OTHER REQUIREMENTS

Must have a valid commercial driver license (CDL) Class B and Class D, with Air Brake endorsement and Tanker endorsement.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

2400 Post Road  
PO Box 37  
Plover, WI 54467

**VILLAGE OF PLOVER  
WASTEWATER UTILITY  
EMPLOYMENT APPLICATION**

Affirmative Action  
Equal Opportunity Employer

**PLEASE TYPE OR PRINT IN INK ONLY! ATTACH ADDITIONAL SHEET(S) IF NECESSARY**

POSITION APPLIED FOR

NAME (LAST, FIRST, MI)

SOCIAL SECURITY #

MAY WE CALL YOU AT WORK?

YES  NO

COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)

VALID WISCONSIN DRIVER'S  
LICENSE?  YES  NO

HOME PHONE

WORK PHONE

CELL PHONE

CLASS B&D CDL LICENSE W/AIR BRAKE  
ENDORSEMENT  YES  NO

DATE YOU COULD START

ON OR AFTER

EMAIL

ADDRESS

LIST RELATIVES SERVING ON VILLAGE COMMISSIONS, COMMITTEES, BOARDS OR EMPLOYED BY VILLAGE:

**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 12/GED Technical 1 2 3 4 College 1 2 3 4 5 6

HIGH SCHOOL NAME

LOCATION (CITY/STATE)

POST HIGH SCHOOL INSTITUTION NAME

TYPE OF DEGREE

MAJOR

POST HIGH SCHOOL INSTITUTION NAME

TYPE OF DEGREE

MAJOR

POST HIGH SCHOOL INSTITUTION NAME

TYPE OF DEGREE

MAJOR

LIST SPECIALIZED TRAINING

LIST CURRENT PROFESSIONAL CERTIFICATION(S)

**SPECIAL SKILLS OR QUALIFICATIONS**

LIST YOUR PROCESS CONTROL QUALIFICATIONS

LIST YOUR COLLECTION SYSTEM QUALIFICATIONS

LIST YOUR LABORATORY QUALIFICATIONS

LIST YOUR MAINTENANCE QUALIFICATIONS

ARE YOU ABLE TO PERFORM ALL THE ESSENTIAL FUNCTIONS/DUTIES OF THE JOB DESCRIPTION?  YES  NO  
IF NO, PLEASE LIST WHICH FUNCTIONS YOU COULD PERFORM WITH REASONABLE ACCOMODATIONS.

DO YOU HAVE ANY CRIMINAL CHARGES PENDING OTHER THAN MINOR TRAFFIC VIOLATIONS?  YES  NO  
PENDING CRIMINAL CHARGES ARE NOT AN AUTOMATIC BAR TO EMPLOYMENT IF YES, PLEASE EXPLAIN:

HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS?  YES  NO  
 CONVICTION WILL NOT NECESSARILY DISQUALIFY APPLICANT FROM EMPLOYMENT IF YES, PLEASE EXPLAIN:

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE VOLUNTEER WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. YOU NEED NOT GO BACK BEYOND 10 YEARS UNLESS YOU FEEL PRIOR EXPERIENCE IS REASONABLY RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING. USE ADDITIONAL SHEET(S) IF NECESSARY. YOU MAY ALSO ATTACH A BRIEF RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS, HOWEVER, YOU MUST PROVIDE ALL THE INFORMATION REQUESTED BELOW TO BE CONSIDERED FOR THE POSITION.

FROM (MO. & YEAR)	TITLE OF POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRESENT SALARY FULL TIME Y N	ADDRESS	
PRIMARY DUTIES			
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		YOUR REASON FOR LEAVING OR CONSIDERING CHANGE	
FROM (MO. & YEAR)	TITLE OF POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRESENT SALARY FULL TIME Y N	ADDRESS	
PRIMARY DUTIES			
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		YOUR REASON FOR LEAVING	
FROM (MO. & YEAR)	TITLE OF POSITION	EMPLOYER'S NAME	PHONE
TO (MO. & YEAR)	PRESENT SALARY FULL TIME Y N	ADDRESS	
PRIMARY DUTIES			
MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		YOUR REASON FOR LEAVING	

**PERSONAL REFERENCES (Excluding relatives)**

NAME AND OCCUPATION	ADDRESS	TELEPHONE

I CERTIFY THAT THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND IF I AM EMPLOYED, ANY FALSE STATEMENTS OR OMISSIONS MAY LEAD TO IMMEDIATE DISMISSAL AND I AGREE THAT THE VILLAGE SHALL NOT BE HELD LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS TERMINATED FOR SUCH REASON. YOU ARE HEREBY AUTHORIZED TO VERIFY THE INFORMATION I HAVE SUPPLIED AND TO CONDUCT ANY INVESTIGATION TO THE INFORMATION PROVIDED AND MY PERSONAL HISTORY. I AUTHORIZE THE COMPANIES, SCHOOLS AND PERSONS NAMED ABOVE TO GIVE ANY INFORMATION REQUESTED REGARDING MY EMPLOYMENT, CHARACTER AND QUALIFICATIONS, AND RELEASE AND HOLD HARMLESS THE VILLAGE OF PLOVER AND THE COMPANIES, SCHOOLS AND PERSONS SEEKING OR PROVIDING SUCH INFORMATION FROM ANY AND ALL LIABILITY. I FURTHER UNDERSTAND THAT ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF A PHYSICAL EXAMINATION AND/OR SUBSTANCE ABUSE SCREENING.

I FURTHER UNDERSTAND THAT MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCESSFULLY PERFORMING ASSIGNED WORK DURING THE ORIENTATION PERIOD. I UNDERSTAND MY APPLICATION WILL BE PROCESSED IN A CONFIDENTIAL MANNER. I AUTHORIZE A RELEASE OF ANY RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, AND POLICE AND/OR PERSONAL REFERENCE TO THE VILLAGE OF PLOVER.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE