

The Village of Plover is seeking qualified candidates to fill the position of Wastewater Operator.

A Wastewater Operator participates in the daily operation and maintenance of the Wastewater System. Responsibilities include operations and maintenance of the wastewater treatment facility and the wastewater collection system. 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, to monitor and operate process systems efficiently and effectively, and to maintain equipment and systems on good working order.

An Associate Degree, or equivalent, in related course work is required. One year experience in a wastewater utility operations is preferred. DNR Grade 2 wastewater certification in subclasses C, E, G, I, & J preferred. A valid commercial driver license (CDL) Class B and Class D, with Air Brake endorsement and Tanker endorsement is required within six months of employment.

The 2018 pay rate is \$28.60 per hour. New employees receive 90% of the wage rate for the first six months, 95% of the wage rate for the next six months, and the full wage rate one year after the starting date.

Interested persons may apply by completing an application form found at www.ploverwi.gov. The job description is also available at the website. Complete and submit the application form.

Email resume to rboden@ploverwi.gov. Further information and a full list of benefits may also be requested at this address. Applications will be accepted through March 30, 2018. The Village of Plover is an equal opportunity employer.

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.

DUTIES AND RESPONSIBILITIES:

1. Assists in the operation of the Wastewater System.
2. Monitors and 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 strenuous 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 spaces
- 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 within six months of start date.

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.