

**WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT
DELAVAN, WISCONSIN**

JOB DESCRIPTION

Title: Operator I & II

Department: Water Reclamation

Reports To: Water Reclamation Superintendent

Shift: 7:00 a.m.-3:30 p.m. (Generally)

Hours: 40 Hours per week (Generally)

Pay Grade 400-700

A. JOB SUMMARY

Under general supervision by Water Reclamation Superintendent, is responsible for the efficient operation and maintenance of the wastewater treatment plant and collection system equipment and facilities. This involves the performance of skilled work done independently and in team settings, including but not limited to analytical sampling and testing, troubleshooting, preventative maintenance, and corrective maintenance on hydraulic systems, electric motors, pumps, valves, SCADA systems, chemical feed systems, and heavy equipment. Operators share a revolving on-call schedule that requires response to emergency situations after-hours, including weekends and holidays. All employees whose job classification requires on-call duty must maintain their primary residence to be able to respond to WalCoMet in 30 minutes or less for alarm notifications.

B. DUTIES AND RESPONSIBILITIES

Operators must have working knowledge and basic skills to perform the following duties:

1. Regulate flows through treatment plant and adjust the process in accordance with prescribed operation procedures.
2. Inspect equipment for proper operation and perform necessary maintenance and repair.
3. Collect routine samples at various states of process and perform physical, chemical, and biological analysis of same.
4. Analyze laboratory data to determine proper process control.
5. Perform start/stop, calibration, and adjustment functions on a variety of equipment and process systems such as filtration, chlorination, aeration, and recirculation.
6. Maintain equipment, buildings, tanks, channels, vehicles, and grounds in a clean and orderly manner.

7. Read and record meter and gauge readings as required.
8. Maintain and interpret a variety of maintenance and repair records and logs and prepare written reports, as necessary.
9. Perform general maintenance activities, including routine collection system repair and cleaning.
10. Make repairs to equipment, including basic electrical work and assist in extensive repairs.
11. Promote a team approach to projects.
12. Use and operate hand tools, power tools, vehicles, and equipment in a safe and efficient manner.
13. Drive biosolids tanker trucks.
14. Perform related duties as required.

C. QUALIFICATIONS

1. Ability to work under general instructions, both oral and written, and make independent judgements.
2. Knowledge of methods and principles of operation of pumps and wastewater treatment plant equipment.
3. Knowledge of standard practices, techniques, and principles of wastewater treatment.
4. Ability to maintain and evaluate records.
5. Ability to inspect equipment in operation and to detect flaws and defects.
6. Ability to react promptly and effectively in emergencies.
7. Ability to perform manual work involving lifting, climbing, crouching, etc.
8. Ability to comprehend and follow safety standards as they relate to this position.
9. Ability to establish and maintain effective working relationships stressing communication and cooperation with team members, stakeholders, and members of the public.

D. REQUIRED TRAINING AND EXPERIENCE

Operator I

1. High School diploma or equivalent training and experience.
2. Completion of operator training course or equivalent training and experience (desired).
3. 12-months of experience in wastewater treatment plant, depending on formal training and prior experience (desired).
4. Wisconsin DNR Basic Wastewater Operator Certification with the following subclasses: A1 – Suspended Growth Processes, B – Solids Separation, C – Biological Solids/Sludge Handling, Processing, and Reuse, L – Laboratory, P – Total Phosphorus, and SS – Sanitary Sewage Collection System or ability to obtain within two-years of hire.
5. Possession of a valid Wisconsin Driver's License is required.
6. Possession of valid CDL with A, B, C, D, and N endorsements or ability to obtain within one-year of hire.

Operator II

1. High school diploma or equivalent training and experience required. Postsecondary degree in environmental sciences, waste management, natural resource management, biology, or related field desired.
2. Minimum of 4-years of experience in wastewater treatment plant, collection system operations, or closely related field, depending on formal training and prior experience.
3. Wisconsin DNR Advanced Wastewater Operator Certification with the following subclasses: A1 – Suspended Growth Processes, B – Solids Separation, C – Biological Solids/Sludge Handling, Processing, and Reuse, L – Laboratory, P – Total Phosphorus, and SS – Sanitary Sewage Collection System.
4. Possession of a valid Wisconsin Driver's License is required.
5. Possession of a valid Wisconsin Commercial Driver's License with A, B, C, D, and N endorsements or ability to obtain within one-year of hire.