

**CITY OF EDGERTON
JOB DESCRIPTION**

Wastewater Maintenance Operator

DEPARTMENT: Sewer Utility

CLASSIFICATION: Non-exempt

REPORTS TO: Municipal Services Director

REVISION DATE: January 4, 2021

GENERAL NATURE OF POSITION:

The Wastewater Maintenance Operator assists with operation and routine maintenance Wastewater Treatment Plant, collection system, and lift stations. This position, under direction of the Lead Wastewater Operator, performs manual and skilled tasks in a wide variety of utility maintenance operations. This employee performs duties related to the proper conveyance, pumping, metering, and monitoring associated with the treatment and disposal of wastewater, sludge, and residues. This position requires certifications.

ESSENTIAL JOB RESPONSIBILITIES:

- Operate wastewater treatment equipment, equipment components, and processes to control the flow and processing of wastewater and bio-solids.
- Observe variations in operating conditions, interpret meter and gauge readings, and test results to determine process requirements and adjustments.
- Operate gates, valves, pumps, and other operating equipment manually, automatically, or remotely.
- Collect permit required samples and conduct laboratory analysis for process control required to meet compliance requirements.
- Assists in the operation, maintenance, and mechanical repair of plant equipment and facilities, including skilled mechanical and minor electrical work.
- Locates the source of trouble, diagnoses trouble conditions, and reports malfunctions and potential remedies to the Wastewater Supervisor when required.
- Record daily data, interpret that data, and work to solve any discrepancies discovered.
- Perform various tasks using a wide variety of manual and powered equipment including, but not limited to: backhoe, end loader, skid steers, sewer cleaning equipment, T.V. inspection units, power saws, compressors, rakes, shovels, jackhammers, dump trucks, crane trucks, snowplows, etc.
- Maintain and inspect the sanitary sewer collection system. Repair sanitary lines when a blockage occurs using a jetting machine and other tools. Inspect and maintain trunk sewer lines, manholes, river/creek basins, and other related areas. Replace or repair catch basins, manholes, culverts, retaining walls, and broken/ damaged sewer pipes.
- Respond to emergencies, such as sanitary sewer backups, flooding from rain events, emergency utility locations, and support other City departments in the abatement of emergencies, including water main breaks and snow/ice management.
- Assist with water maintenance activities as needed.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

- High School diploma or equivalent
- 3 years' experience in wastewater treatment operations desirable
- Possession of a valid Class "B" CDL driver's license with appropriate endorsements to meet the job requirements
- Valid Wisconsin Wastewater Operators License with the following certifications desirable:
 - Biological Solids/Sludge Handling, Process & Reuse – Advanced
 - Biological Treatment: Suspended Growth Process – Advanced
 - Disinfection – Advanced
 - Laboratory – Advanced
 - Nutrient Removal: Total Phosphorus – Advanced
 - Solids Separation – Advanced
 - Collection system
- Training in blood borne pathogens desirable.
- Ability to obtain certification in the use of a respirator and self-contained breathing apparatus (SCBA), and permit for confined space entry

SKILLS AND ABILITIES:

- Requires mature judgement and the ability to plan and perform tasks in the operation of the wastewater plant preliminary and primary processes, activated sludge processes, anaerobic digestions processes, biosolids handling processes, and lift station operation.
- Ability to define problems and exercise good judgment and think quickly under both routine and emergencies
- Skills in independent decision-making.
- Requires good knowledge of the materials, equipment, practices and processes employed in wastewater operation and maintenance. Good knowledge of sanitary lift stations, as related to a sanitary sewer system. Good knowledge of electricity and hydraulics. Considerable knowledge in the use of related safety equipment.
- Considerable skill in reading engineering drawings relating to construction, operation and maintenance work.
- Ability to understand and follow oral and written instructions,
- Ability to establish and maintain effective relations with supervisors, subordinates and public.
- Considerable skill in laboratory testing and chemistry.
- Requires advanced mechanical abilities and operation of hand tools and heavy equipment.
- Ability to maintain clear and concise records and to manage information using effective record and file organization.
- Ability to comprehend, retain, and apply the City's rules and procedure manuals, including any pertinent Federal, State, or local laws.
- Ability to use computer-based applications for word processing, record keeping and reporting.
- Knowledge of SCADA systems.
- Ability to establish effective relationships with others including the public and other departments

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

- Ability to perform physical activities such as stooping, kneeling, standing, reaching, walking, lifting, and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Ability and willingness to work in malodorous, nauseating, and dangerous work conditions.
- Ability to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc. Work of a Maintenance Operator will be in both indoor and outdoor settings.
- Ability to work in confined spaces, conditions typical found in wastewater treatment operations.
- Ability to comply with ongoing drug and alcohol screening testing.
- Ability and willingness to respond to emergency calls, including for work in other City departments completing work in high traffic situations, and outside not included in the position's regular work
- Ability to attend classes and seminars to continue and update certifications required by the position.
- Ability to pass ongoing drug and alcohol screening tests.

WORK SCHEDULE:

The general work schedule is Monday-Friday, from 7:00am to 3:30pm. Applicant must also be able to respond to after-hours call-backs as part of a mandatory on-call rotation, work weekends and holidays when needed, and be prepared for and confront emergencies as necessary. Maintenance Operators are also a critical component of the City's snow/ice management program and experience with plow operations is a plus.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to