

CITY OF OCONOMOWOC  
JOB DESCRIPTION

**FIRST CLASS WATER OPERATOR**

**DEPARTMENT:** Utility Department (Water Department)

**REPORTS TO:** Water Foreman and Water Superintendent

**GENERAL STATEMENT OF DUTIES:**

This position is responsible for the daily operations, maintenance, and infrastructure needs of the City's Water Distribution System. Work is performed under the general supervision of the Water Foreman and Water Superintendent.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**General Duties**

- Monitors and maintains all aspects of a groundwater transmission and distribution system; including pumps, mains, chemical feeds, elevated and ground storage facilities, etc.
- Performs and schedules preventive maintenance.
- Organizes and maintains all repair manuals, documentation of repairs and replacement parts supply.
- Reads water and electric meters for pumpage records and electrical consumption.
- Provides field inspection services on water main installation. Reads plans and specifications properly, documents the installation process, answers contractor's questions and interacts with the Utility Engineer to accurately monitor the progress. Provides record drawings updates to the paper as-built records and the GIS.
- Performs backflow prevention testing of the necessary equipment on an annual basis as part of the City's Cross Connection Control Program.
- Assists in the scheduling, planning, installation, repair and modification of water mains, valves, hydrants, valve boxes, curb stops and City-owned services.
- Maintains records of all water mains. These records shall include at least the following information: size, material, age, and any repairs.
- Maintains records of all fire protection lines and private hydrants. Provide this information to the billing department.
- Maintains a record for every individual valve and hydrant. Record to include location, date of operation and any necessary repairs required or if a replacement is needed and available fire flow.
- Prior to freezing weather, verifies all hydrants are drained and lubricated.
- Ensures hydrants are visible and accessible throughout the year; snow removal, weed trimming, painting, and flagging as required.
- Inspects conditions of the towers, pits, and property.
- Maintains the exterior/interior condition of all property.
- Maintains property condition by mowing, pulling weeds, repairs to the fences, touch up painting and replacing marker lamps.
- Investigates high and low customer water bills when needed.
- Assists and attempts to resolve customer complaints.
- Monitors and identifies cross connections.
- Maintains and monitors all inventory used in daily operations with reporting to Water Foreman to purchase needs/restocking.
- Cleans and restocks department vehicles.

- Assists the Department of Public Works with snow removal operations.
- Assists other City departments as needed.
- Performs other duties as assigned.

### **Supervisory Control and Data Acquisition (SCADA)**

- Controls water system through SCADA on a day-to-day basis and alters equipment operation when necessary to include troubleshooting of SCADA's alarm acknowledgment, level control/pump settings, reports, and etc.
- By the use of a cell phone, responds to, or properly delegates call-in overtime, for all SCADA related alarms.

### **Water Sampling**

- Using approved SDWA (Safe Drinking Water Act) techniques, acquires all parameters of water samples/water testing as directed.
- Monitors and maintains entry point and distribution system residuals for required chemicals to comply with DNR regulations and departmental requirements.
- Stays current with all sampling regulations required by the EPA, DNR and/or departmental operation requirements and policy.
- Maintains a working knowledge of the proper operation of all test equipment.

### **Water Meter Maintenance**

- Installs, tests, repairs, and maintains all water meters within the water system.
- Schedules time and labor to test meters in accordance with the PSC's requirements. Meter testing requirements are determined by size.
- Maintains test records for each meter.
- Installs new residential, commercial and industrial meters including the wire and the outside register.
- Receives new meters into inventory. This involves inspection, meter number stamping, random testing and record keeping.
- Assists the DNR in all system inspections and completes DNR recommendations in a timely fashion.

### **Records Management**

- Locates and marks infrastructure along with maintenance of records/maps pertaining to the distribution system.
- Completes fieldwork for water map update projects. Particular attention is given to valve locations using triangulation, hydrant locations, and main sizes.
- As-built new water main installation with attention paid to date installed, contractor, pipe size and type, depth of main and location of other uncovered utilities. This work must be completed in a timely fashion in order to keep system maps and GIS current.
- Provides Utility Engineer with accurate records on any changes made to the system.

### **Safety**

- Adheres to all safety policies and procedures.
- Attends all required safety training.

### **QUALIFICATIONS:**

#### **Education and Experience:**

- Graduation from High School or equivalent.
- Associates degree in a water-related program and/or equivalent education or experience preferred.
- Ability to obtain and maintain a DNR Grade 1 Groundwater and Distribution Operators License within six months of hire.
- Ability to obtain and maintain a Cross Connection and Backflow Prevention Certification within

one year of hire.

**Necessary Knowledge, Skills and Abilities:**

- General knowledge of all facets of the City's infrastructure and water distribution system.
- Good mechanical aptitude with the ability to perform calculations, read gauges and meters accurately and record data.
- Extensive knowledge and skills in equipment repair and maintenance.
- Skill in problem-solving and electrical troubleshooting of motor controls.
- Knowledge of SCADA systems and remote telemetry equipment.
- Knowledge, skills, and abilities to perform the essential job duties and responsibilities.
- Computer literate with familiarity and experience with Excel spreadsheets and word documents.
- Knowledge of all applicable safety practices, procedures, and regulations, including-Confined Space Entry.
- Ability to understand and follow oral and written instructions including the ability to read instructions for operation of equipment and use of supplies, labels of chemical supplies, and to determine quantity and quality of application of chemicals and set calibration of equipment for application.
- Strong attention to detail.
- Ability to work as a team member and maintain effective working relationships with individuals at all levels of the organization and with the public.
- Ability to effectively communicate in a courteous and tactful manner.
- Ability to effectively lead the work of others and train personnel in the proper job procedures, skills, and methods of water operations when needed.
- Ability to complete related work as required.
- Ability to perform tasks on a regular basis which require frequent standing, climbing, lifting, reaching, bending, squatting and carrying.
- Ability to perform duties with varying heights.
- Ability to work in a variety of temperatures, weather and working conditions.
- Ability to be available and work expanded hours and/or be called in for emergency work with little or no advanced notice and willingness to attend special classes outside of normal work hours.
- Ability to work independently with a minimum of supervision.

**SPECIAL REQUIREMENTS:**

1. Ability to possess and maintain a valid Commercial Driver's License from the State of Wisconsin within six months of hire.
2. Employee must be able to report to work.
3. Occasionally work weekends, holidays and must be able to respond to call-ins, work overtime, and report to work with little or advanced notice if required.
4. Obtain CPR/First Aid training certificate within six months of hire.

**PHYSICAL DEMANDS:**

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

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check and job-related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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.

**EMPLOYEE SIGNATURE**

Employee signature below constitutes employee's understanding of the position's essential duties, qualifications/requirements, necessary knowledge, skills, and abilities.

Employee \_\_\_\_\_ Date \_\_\_\_\_