



NEW LONDON UTILITY JOB DESCRIPTION

JOB TITLE:	WATER OPERATOR
TYPE:	NON-EXEMPT
REPORTS TO:	WATER DEPARTMENT SUPERVISOR
DEPARTMENT:	WATER DEPARTMENT
DATE:	

JOB ANALYSIS

This is a skilled, supervisory and responsible work in the repair, maintenance and minor construction of the water distribution facilities. Work includes responsibility for supervising a small group of workers engaged in the repair, maintenance and minor construction of the water distribution system. Work assignments are given by the Water Department Supervisor and work is reviewed and inspected by the Water Department Supervisor while in progress and/or upon completion. Work assignments of a repetitive nature are performed with independence. New and difficult work assignments are outlined in more detail and are performed under the direct supervision of the Water Department Supervisor. This position requires a working knowledge of the methods, materials and tools used in the construction and repair of a water distribution system as well as thorough knowledge of the principles of ground water treatment. Employees frequently work in ditches and under unfavorable weather conditions, requiring skill and care to protect the lives of the employees and the general public.

ESSENTIAL JOB FUNCTIONS

Supervises a small crew of workers in coordination with the Water Department Supervisor.

Supervise and participate in the minor construction, installation, testing, maintenance and repair of meters, water mains, new services and disconnects, fire hydrants, and related facilities. Performs emergency work as necessary.

Supervise and participate in the installation, maintenance, testing and repair of water treatment equipment.

Supervise a small-sized crew of employees engaged in water distribution and metering maintenance, repair and minor construction activities.

Supervise and participate in the repair of construction site(s) by reseeding land, pouring concrete, and hauling rubbish from the site.

Operate heavy construction equipment as required in the construction, maintenance and repair of the water distribution system.

Communicate progress of daily field work completed by crew to the Water Department Supervisor.

Perform inspections of wells, test and monitor water quality and provide chemical treatments as needed.

Maintains operating records, pre and post inventory reporting on projects and any additional necessary paperwork associated with crew activities.

Investigate customer service complaints and remedy problems.

Responds to after hour trouble calls as required to repair broken pipes and frozen pipes or as otherwise required.

Perform heavy manual tasks related to water main construction and maintenance under all types of weather.

Assists in timely responding to Digger Hotline requests and locating underground water lines for customers.

Perform related work and other duties as assigned.

ESSENTIAL QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent required.

Certification as a Waterworks Operator in the State of Wisconsin.

Five years' experience in maintenance and repair of water mains, services and related facilities.

Proficient in Microsoft Office Word and Excel.

Valid Wisconsin Driver's License and Wisconsin CDL.

PREFERRED SKILLS

Waterworks Operator Certification in sub-classifications DGI (Distribution, Groundwater & Iron Removal).

Ability to effectively supervise and work with others in a team orientated manner conducive to achieving high performance and morale.

Ability to establish and maintain effective working relationships with other employees and public.

Ability to meet and deal tactfully with the general public and communicate effectively and clearly, both orally and in writing.

Knowledge of methods and procedures in the construction, installation, maintenance and repair of a water supply and distribution system.

Knowledge of the methods, materials and tools used in the construction, installation, maintenance and repair of a water supply and distribution system.

Familiarity with and ability to operate backhoes, dump trucks and the various tools used in the water distribution system.

Ability to understand and follow oral and written instruction.

Thorough knowledge of the occupational hazards and safety precautions of the trade.

Trained in first aid and CPR.

PHYSICAL REQUIREMENTS

Ability to frequently reach above shoulders, crawl, kneel and repeatedly bend.

Perform long periods of heavy manual work and frequent lifting and/or carrying of up to 50 lbs.

Ability to perform heavy manual labor for extended periods under unfavorable conditions.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

Duties are generally performed outside with exposure to all types of weather conditions. Conditions could range from excessive heat (above 95 degrees F) and extreme cold and dampness.

Work around slippery, uneven, wet or muddy surfaces.

Required to work around machinery with moving parts or in confined spaces for sustained periods of time.

Required to work aloft from poles, towers, aerial lifts, scaffolding, ladders, buildings or other structures for sustained periods of time.

Required to work alone or as part of a crew depending upon job assignments, work conditions and safety agreements.

May also be exposed to excessive noise, fumes, smoke, gasses and solvents.

Must be available for occasional overtime and call-outs for system troubles.