



OAKCREEK
— WISCONSIN —

Position: Water Treatment Plant Operator
Department: Utility

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description

Under general supervisor of the Plant Manager, performs all work necessary for the proper maintenance and operation of the water treatment plant, reservoirs and pumping facilities.

Supervision/Accountability

This position is accountable directly to the Plant Manager; no supervisory duties.

Major Duties/Essential Functions

Operates water treatment facilities under computer and manual control; determines efficient operation by observing operation, interpreting results, and recording plant performance on designated forms.

Makes periodic inspections of various operating stations, reads and records information and statistical data secured from recording charts and gauges, and logs operational functions.

Performs laboratory tests using various equipment such as: colorimeter, titrator, and turbidimeter. Examples of tests are: pH, Total and Free Chlorine, Alkalinity, Ammonia, hardness, Fluoride, and various bacteriological tests.

Traces electrical circuits using standard test equipment, such as digital V.O.M., current generator, and volt amp meter.

Performs light and heavy maintenance as instructed on all equipment, including dehumidification units, air-conditioning units, pumps, standby engines, Potassium Permanganate feed systems, various pumping and water treatment equipment. Maintenance includes: trouble shooting, repairing, greasing, changing oil, adjusting and changing packings, changing filters, inspects and changes belts, and cleans and paints equipment as necessary.

Unloads chemicals and supplies. Mixes and applies chemicals to water in prescribed amounts. Requires safe handling of dangerous chemicals.

Inspects, maintains, and cleans the shore well, flocculation and sedimentation basins, reclaim basin, sludge basin, channels, filters, clear wells, and reservoirs.

Trouble shoots and performs maintenance on telemetering equipment from the sewer lift stations to the water treatment plant.

Trouble shoots and performs maintenance on all peripheral installations: ie. but not limited to booster stations, reservoirs, and towers.

Minor Duties/Responsibilities

Performs custodial duties necessary to maintain the treatment facilities and its grounds in proper working order and good appearance. Examples of these duties include: scrubbing and waxing floors, washing windows, vacuuming offices, cleaning restrooms, clearing snow from walks and drives, cutting grass, fertilizing, applying weed killers, and trimming shrubs, bushes, and trees.

Conduct tours through the Water Treatment Facilities in a professional manner.

Performs such other and additional duties as may be required.

Knowledge

Requires knowledge and understanding of methods, materials, equipment, tool, and processes used in the operations and maintenance of a surface water treatment plant.

Knowledge of computers and associated equipment.

Understands various types of equipment i.e.: DC motor drives, tone and pulse transmitting and receiving units, pressure transducers, converters, and pneumatic control circuits.

Skill/Ability

Good communication skills, both written and verbal, with an ability to create effective interpersonal relationships with co-workers and citizens.

Ability to follow written and oral instructions, read maps, and understand basic blue prints and engineering drawings.

Must be able to work in high places, deep underground vaults, confined spaces, on ladders or platforms, on roofs, in hazardous areas, and with hazardous chemicals.

Able to maintain good safety attitude, abide by all safety rules, report unsafe conditions to his/her supervisor and be responsible for using provided safety equipment and apparel.

Education/Experience

High school diploma required. Two-year associate degree in water and wastewater or five years' experience in above field preferred.

Physical Demands

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

Position requires ability to work various shift sequences, weekends and holidays.

Must be able to respond to work for emergencies at any hour of the day or night.

Must be physically capable of moving about through the treatment and pumping facilities, by

walking, crawling, climbing, stooping, etc. The employee must occasionally lift or move up to 50 lbs., with or without accommodation.

License/Certifications

Requires a Department of Natural Resources Waterworks Operator Grade T or 1 in sub-class “S” or the ability to obtain within six months of hire. Inability to obtain or loss of license may be cause for demotion or termination.

Requires satisfactory completion of California State University, Sacramento, Water Treatment Plant Operation Course, Volume I and II, within six months of hire.

Requires possession of valid Wisconsin motor vehicle operator’s license. Loss of license may be cause for demotion or termination.

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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Utility Manager

Revision History:
January 8, 2024