

CITY OF HARTFORD
JOB DESCRIPTION

POSITION TITLE: WATER OPERATOR
DEPARTMENT: Water Utility
SUPERVISOR: Director of Utilities/ Utility Superintendent
FLSA: Non-Exempt/Non-Supervisory
RATE: \$29.54 / hour (2022 rate)
HOURS: 7:00 a.m. to 3:30 p.m., Monday - Friday, one-half hour lunch

GENERAL POSITION DESCRIPTION

The Water Operator is a full-time position in the City of Hartford Water Utility. This is a skilled position and the person in this position will perform a variety of tasks that the individual is expected to understand and effectively complete in the field of water distribution, treatment, and testing. The Water Operator will receive work assignments and instructions primarily from the Water Department Crew Leader, but may also receive assignments and instruction from the Utility Superintendent and Utility Director. Weekly and holiday stand-by will be required on a rotational basis for water testing, data recording, and SCADA monitoring. When the Water Operator is responsible for stand-by duties, the Operator will be required to respond to emergency calls within 25 minutes of receiving the call.

DUTIES AND RESPONSIBILITIES

- Works as a member of a small-sized crew in the installation, maintenance, repair, and minor construction of water mains and related appurtenances, and performs emergency repair work, as necessary
- Work is performed independently under the supervision of the Crew Leader who assigns work and makes frequent inspections to insure proper performance of work and adherence to City rules and Department policies
- Troubleshoots SCADA problems and repairs
- Maintains accurate records manually and electronically on the Utility software and mapping system.
- Collect water samples
- Check well houses daily
- Able to measure and make simple drawings of installations
- Maintains and repairs safety equipment used in water distribution operations
- Repair water service leaks and water main breaks
- Flush hydrants and water mains
- Perform flow tests
- Monitor and identify cross connections
- Test, repair and install water meters at high and low flows to insure adequate performance, and maintains inventory of meters, parts, supplies, and materials

- Install, maintain or make emergency repairs on control valves, hydrants and curb boxes; rebuilds manholes
- Performs maintenance of well houses and reservoirs to include painting, roofing and plumbing
- Climb water towers and perform general maintenance
- Perform maintenance of vehicles and equipment
- Plow snow at Water Utility facilities
- Locate facilities as requested on Digger's Hotline tickets
- Performs all other duties as assigned by the Water Crew Leader or Utility management

EDUCATION AND EXPERIENCE

A high school diploma or general education degree (GED) is required.

Experience in the installation, maintenance, and repair of water mains, water services, and related appurtenances, or related work, or any equivalent combination of education and experience providing the knowledge, abilities, and skills listed below is preferred.

A DNR Water Operators Grade 1 License in Distribution, Groundwater and Iron Removal is required within one year of appointment or as approved by the Utility Director.

This position requires a valid Wisconsin Commercial Driver's License (ABCD).

First aid training and CPR certification is mandatory.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge in the installation, maintenance and repair of the water distribution system to include water mains, services, and related appurtenances.
- Ability to operate various types of excavation equipment including backhoes, mini excavators, dump trucks, jetter/vac trucks for water distribution installation, maintenance, and repair.
- Ability to operate various types of equipment including water pumps portable generators, air hammers and all other equipment needed for water distribution installation, maintenance, and repair.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with management, the crew leader, other employees, and the public.
- Ability to use and understand the SCADA system; work plans, blueprints, and diagrams.
- Ability to perform heavy manual labor for extended periods and under all weather conditions.
- Knowledge of hazards and safety precautions associated with working in a water distribution system.
- Must possess and maintain a valid State of Wisconsin Commercial Driver's License.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

- Ability to calculate and interpret equations, graphs, charts and ratios associated with the water distribution system.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems with few variables in standardized situations.
- Ability to operate a variety of electronic devices, including desktop and laptop computers, smartphones, and tablets and other mobile devices as required for accurate data entry and record keeping

PHYSICAL DEMANDS

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

The employee must frequently lift and/or move up to 50 pounds.

Responsibilities also include working with pressurized equipment and water distribution components, from heights, and within confined spaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to work outdoors under various, and occasionally extreme, weather conditions and will be subject to irregular hours and overtime.

There is occasional exposure to wet or humid conditions, work near moving mechanical parts, frequent exposure to energized electrical equipment, work in high, precarious places, confined locations, fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat, and vibration. The noise level in the work environment is usually loud and will occasionally require hearing protection.

This employee will be subject to random drug and breath alcohol testing in accordance with the City's Substance Free Workplace Policy.

The City of Hartford is an Equal 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 employees and incumbents to discuss potential accommodations with the employer.

December 14, 2021