

## **Water Plant Operator In Charge (OIC) Position Description**

### **General Statement of Duties:**

Water Plant Operator In Charge (OIC) under the direction of the Municipal Services Superintendent supervises, directs and instructs employees in operation, maintenance and construction for water utility. Performs operations, maintenance, and construction for water utility. Performs necessary monitoring and reporting for water utility.

### **Distinguishing Features of the Position:**

This position is appointed by and reports to the Municipal Services Superintendent. This position may require specialized training, continued education and certification. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

### **Examples of work (illustrative only):**

#### **Infrastructure and System Operations, Maintenance and Repair:**

- Monitor wells and pumps for proper distribution pressure and quantities.
- Monitor customer usage by checking meter accuracy and checking for cross connections. Maintain records on physical plant and the location of mains and services.
- Monitor and maintain storage reservoirs in good condition.
- Perform regular maintenance on pumps, motors and standby equipment.
- Work with engineers, developers, contractors, and superintendent on installation of new facilities.
- Make repairs and replacements to valves, hydrants, mains and services as needed.
- Perform regular maintenance programs such as hydrant flushing and valve operations.

#### **Water Quality:**

- Set and monitor chemical feed pumps. Perform regular tests for water quality.
- Submit regular reports to Wisconsin DNR on water operations.
- Maintain programs on private well abandonment and public well protection.

#### **Miscellaneous:**

- Supervises water utility employees.
- Complete written reports on hours worked and expenses.
- Provide neat, pleasant and helpful appearance to customers.
- Be familiar and comply with work rules as needed and instruct other employees in safe work habits.
- Complete accident reports and review safety requirements as needed.
- Use personal protective equipment.
- Maintain CPR and First Aid Certification.
- Respond to call-outs for no power or other emergencies.
- Maintain records and initiate addition for equipment and materials.
- Review and recommend training.
- Other duties as may be assigned including on-call duty.

**Required Knowledge, Skills, and Abilities:**

- Certification by the State of Wisconsin as a Water Plant Operator with in (1) on year of hire.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for water utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

**Work Environment:**

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

**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. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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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 position description of the Water Plant Operator In Charge (OIC) 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. No individual City

official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised February 15, 2006

Reviewed by Municipal Services Committee 1/27/2015

Approved by Finance & Labor Relations Committee 2/05/2015