

CITY OF HUDSON
POSITION DESCRIPTION
TITLE: **UTILITY OPERATOR- WATER (CERTIFIED & NON-CERTIFIED)**
IMMEDIATE SUPERVISOR: **WATER UTILITY LEAD OPERATOR**

POSITION IN BRIEF: Performs service tasks in the installation, repair and maintenance of the utility supply, treatment, storage, distribution, collection and metering system in order to maintain proper standards in quality and quantity. Work is performed under the general supervision of the Water & Waste Water Utility Lead Operators.

The operator will perform all duties associated with the operation of a municipal water and waste water system, plant maintenance, contractors, engineers, shop work, office work, public relations and will possess a working knowledge of Department of Safety and Professional Services (WDSPS), Department of Natural Resources (DNR), Public Service Commission (PSC), and the Environmental Protection Agency (EPA).

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Essential knowledge of water and waste water plant operation and maintenance principles, practices and techniques; some knowledge of methods, materials and techniques used in the repair and maintenance of water and waste water systems; ability to comprehend utility blueprints; ability to follow written and verbal instructions/manuals; knowledge of hand tools and other related tools and practices of the utility industry; ability to perform accurate visual and mechanical inspections; knowledge of occupational hazards and safety precautions; knowledge of computer functions; ability to determine the proper course of action and implement the procedures necessary; ability to prepare accurate and legible records and reports; ability to perform emergency overtime duties; willing to work in severe inclement weather conditions; ability to deal courteously and effectively with respect and tact with utility customers, superiors and co-workers. The ability to work at extreme heights. Ability to pass a physical that includes drug screening.

POSITION QUALIFICATIONS

- High school diploma or equivalent degree.
- Prefer at least six months of experience within a utility department supplemented by trade school courses related to plumbing, electrical or mechanical; maintenance experience is highly desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to succeed.
- Possess a valid Wisconsin Driver's License with no more than 3 moving violations in the past 5 years.
- Wisconsin Grade 1 with subclass G, D AND I Water Certification or the ability to obtain within 2 years of hire.

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BASIC TASKS PERFORMED

- Daily sampling and testing required by DNR regulations.
- Daily inspection of all stations, reservoirs, lifts stations, water towers and labs.
- Performs inspections, repairs, and/or replacement of electric motors, pumps, lighting, control panels, water storage tanks, buildings and grounds; paints all interior piping, filters, tanks, buildings and equipment.
- Performs notification of other utility locates before digging; assists with sizing of water lines, meters and valves.
- Performs meter reads, installs, testing, repairs and/or replacement of water meters.
- Performs locating and marking utility infrastructures as required.
- Performs the repair or replacement of water/sewer lines, valves, valve boxes, manholes, curb stands, hydrants, streets, sidewalks, curbs, boulevards and lawns.
- Performs the thawing of frozen lines, flushes mains and hydrants, fire flow tests, maintains and exercises valves and hydrants, excavates and barricades trenches to meet state codes, performs and coordinates station yard maintenance.
- Performs the repair of meters, tools, trucks, radios, office equipment and testing equipment.
- Performs the operation of mechanical devices and performs necessary computer procedures for the meter reading process.
- Records daily records of water pumped, hours run time, chemical use and tank levels.
- Records meter testing results, repairs and locations; records and maintains inventory of meters, hydrants, valves and parts on GIS system.
- Assists with map updates.
- Some weekend work and call ins might be required
- Assists other departments as directed.
- The examples of work are intended only as illustrations of the various types of work 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.

PHYSICAL REQUIREMENTS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This position routinely performs heavy manual labor and physically strenuous work. The performance of routine tasks requires a capacity to intermittently sit, stand, walk, climb, stoop, bend and kneel.

While performing the duties of this position, the employee must be able to walk and climb stairs up to 8 hours per day; must be able to grasp and hold a mechanical device up to 8 hours per day; must be able to climb ladders up to 200 feet; must be able to do required excavating work down to 20 feet; must be able to work in confined space entry situations; must be adaptable to constant changes; must be alert and able to use good judgment; must be able to follow prescribed safety precautions; must be capable of operating light construction equipment for various applications as related to department activities; must physically be able to lift moderately heavy (up to 50 lbs) objects on a

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regular basis and up to 70 lbs occasionally, push/pull up to 100 lbs & lift with assistance up to 100 lbs or more when required; performs manual construction work in a variety of positions and conditions and shovels dirt/sand/gravel; must be able to stoop, bend and kneel, off and on, for up to 8 hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work is performed primarily in buildings, vehicles, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hazards associated with and including loud noise, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, paints, herbicides, pesticides and fertilizers.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

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

DATE THIS POSITION DESCRIPTION WAS LAST REVISED:

June 15, 1994; October 28, 1996; February 15, 2006; September 19, 2016; September 12, 2018; January 6, 2026.

I have reviewed the preceding position description with _____ . I hereby approve and acknowledge its contents.

Employee

Date

Utility Director

Date