



VILLAGE OF REEDSVILLE

217 Menasha Street
Reedsville, WI 54230-8597
Phone: 920-754-4371
Fax: 920-754-4757
E-mail: clerk-treasurer@reedsville.org
www.reedsville.org

Job Opening:

Water/Wastewater Operator

Village of Reedsville – Reedsville, WI 54230

GENERAL RESPONSIBILITIES

This is a diversified and non-exempt position in the Reedsville Utility Department and involves the operation and maintenance of water supply wells, distribution system, storage facilities, wastewater collection, water/wastewater treatment and testing.

The employee will be responsible for accomplishing functions associated with the control, operation and maintenance of the water treatment system, water distribution system, wells, reservoirs, towers, sewer collection system, lift stations, wastewater treatment plant, and related facilities. This position includes physical labor in all weather, and the use of tools and equipment for day-to-day duties. Due to the diverse nature of this position, the employee shall develop and acquire the necessary construction skills, maintenance skills, laboratory skills and equipment operating skills to enable work to be performed in an efficient manner and ensure that safe potable water is delivered to the general public.

EXAMPLE OF DUTIES

- Performs water sampling and lab tests for both water and wastewater.
- Operates and maintains all water and wastewater facilities, including but not limited to lift stations, wells, pumps, towers, valves, hydrants, grit removal, oxidation ditch, and aerators, clarifiers, water treatment, disinfection, sludge thickening, sludge storage and related appurtenances.
- Observes water and wastewater equipment in daily operation, noting proper operation and identifying necessary maintenance and repair issues.
- Performs maintenance, repair, and minor construction of watermains, sewers, water treatment system, and/or wastewater equipment and related appurtenances, and performs emergency repair work as necessary.

- Assists coordinating Contractors for the maintenance and repair of watermains, sewers, water treatment, and/or wastewater equipment and related appurtenances.
- Assists filing appropriate paperwork as required by Wisconsin DNR, both online and hard copy.
- Maintains accurate records.
- Must be able to work independently with little supervision.
- Locates water and wastewater facilities in the field for Diggers Hotline, using hardcopy and/or GIS records.
- Inspects service and main installations. Also, able to measure and make simple drawings of installations.
- Operates water/wastewater portable generators and related emergency equipment.
- Installs and replaces water meters at high and low flows to ensure adequate performance.
- Addresses customer complaints as required and coordinates with Village Clerk and Water/Wastewater Superintendent.
- Maintains inventory of parts, supplies and materials.
- Performs other work and tasks as assigned.

QUALIFICATIONS

- High School graduate/GED and valid WI Driver's License.
- Preferred training: 2 years' experience in water and/or wastewater system operations or with plumbing or related trade, possess or have the ability to possess a WDNR G, D, Z water license and WDNR A1, D, L, wastewater license within 12 months.
- Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.
- Must have basic skills, knowledge and experience in the concepts, principles, and practices of water/wastewater system operations.
- Must be familiar with basic electricity, plumbing, and instrumentation concepts and possess a working knowledge of the mechanical principles and the control of water/wastewater equipment.
- Must have a strong mechanical aptitude and work effectively as an individual as well as with a group setting.
- Administer sound judgement.
- Work in a safe and effective manner.
- Follow written and oral instructions.
- Read plant and distribution system drawings correctly.
- Remain calm and decisive in emergency situations.
- Work well under adverse conditions.
- Have the ability to climb vertical ladders and scaffolding and enter confined spaces.
- Ability to be participate in an on-call rotating schedule, and to respond to after-hours and weekend emergencies.

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.

Pay: Based on experience

Job Type: Full-time

Salary: \$19.00 - \$24.00 per hour

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- On call
- Weekend availability

Please email resume and cover letter to

clerk-treasurer@reedsvillewi.gov or

depclerktreasurer@reedsvillewi.gov by Wednesday, December 1st,

2021 before 4:30pm.