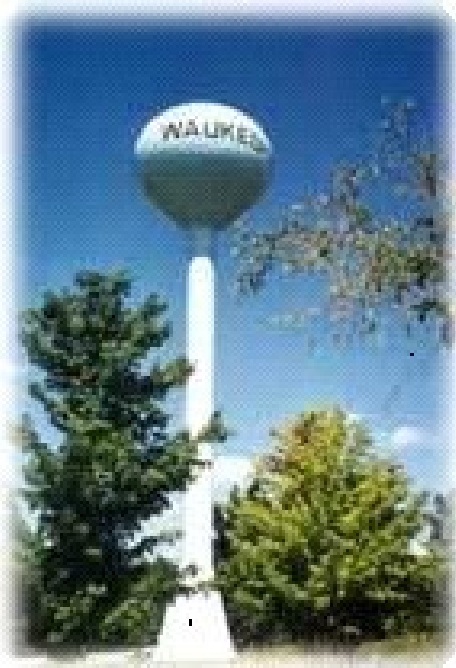


# WE'RE HIRING

## WAUKESHA WATER UTILITY

It's not just a job, it's your future!

### Operator I



*Full - time general labor position available. We offer competitive pay and a great benefits package that includes insurance, state pension, and PTO. You will work with our talented team to ensure that our customers have adequate and safe water to their homes. You'll repair mains, hydrants, and valves, and perform routine maintenance of pumps and other mechanical equipment. You'll test and store chemicals and ensure the upkeep of all facilities and grounds.*

**Starting Pay from \$29 - \$34 per hour, depending on qualifications.**

Requires Class B CDL and a WI DNR Certified Operator License within twelve (12) months of hire. Must be able to respond to emergencies in 30 minutes.



WAUKESHA WATER UTILITY  
115 Delafield Street  
Waukesha, Wisconsin 53188

**\*\* Visit [www.waukesha-water.com](http://www.waukesha-water.com) to view the job description and complete an application \*\***





## JOB DESCRIPTION

<i>Job Title:</i>	Operator I
<i>Version Date:</i>	11/18/2019
<i>Salary Grade:</i>	
<i>Department:</i>	Operations
<i>FLSA Classification:</i>	Non-Exempt

## JOB SUMMARY

Under the direction of the System Maintenance Supervisor, this position will perform a variety of duties in the Operations Department related to water distribution infrastructure and water treatment. This position consists of semi-skilled and manual work. Performs other tasks, cooperates with others, and responds to emergency or unusual circumstances as required or assigned and works a rotational on call schedule.

### Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Perform construction related duties necessary for the installation, maintenance and repair of the distribution system. This includes hydrants, valves, valve boxes, water mains and services .	20%
Perform routine maintenance of motors, pumps, treatment equipment, stations, and grounds and maintenance. Adjust electrical, electronic, chemical feed, and mechanical equipment as necessary.	20%
Accurately prepare reports related to chemicals, pumpage, parts inventory and daily job activities. Monitor and report variances to ensure reliable operations.	15%
Inspect, clean, and maintain reservoirs, well stations, and elevated towers, and Utility owned buildings throughout the system. This includes snow and ice removal and grounds maintenance as required.	15%
Safely receive, store and distribute water treatment chemicals.	10%
Safely operate company service vehicles to and from job sites and dump trucks to transport, load and unload construction materials.	10%
Must comply with safety standards and procedures to prevent injuries and illnesses and safety of the public water supply.	10%
Availability to be on 24 hour on-call rotation and respond to emergencies as required or assigned. Must be able to report to work within 30 minutes.	5%

### Additional Responsibilities

*Additional Responsibilities*

Perform seasonal hydrant flushing as needed.  
 Repair and replace water meters and assist with large meter testing as needed. Accurately record meter information and readings.

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

High School	or equivalent GED	Required	
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### Work Experience

3 years or more	in a related field	Required	
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## Skills

Determining the kind of tools and equipment needed to do a job.  
 Knowledge of or ability to learn and apply the proper methods, tools, materials and equipment used for the repair and maintenance of water distribution and treatments systems.  
 Ability to read and interpret maps, use Tablet or PC to navigate GIS system.  
 Requires basic to intermediate computer skills

## Licenses and Certifications

CDL - Group B - Commercial Drivers License	Wisconsin Commercial Drivers License Class B	120 Days	Required
	WI DNR Certified Operator License Grade D	1 Year	Required

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing					X	
Walking				X		
Sitting			X			
Lifting			X			100
Carrying			X			100
Pushing				X		50
Pulling				X		50
Climbing				X		
Balancing			X			
Stooping			X			
Kneeling			X			
Crouching			X			
Crawling			X			
Reaching			X			
Handling			X			
Grasping			X			
Feeling			X			
Talking			X			
Hearing			X			
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

*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*

### Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold				X	
Extreme heat				X	
Humidity			X		
Wet			X		
Noise			X		
Hazards				X	

### Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		
Other	X				

## SCOPE

### Freedom To Act

Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

### Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

### People Management

<i># Direct Resources Managed</i>	<i># Indirect Resources Managed</i>

### Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

### Contact with Others

Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters.