

CITY OF BERLIN
POSITION DESCRIPTION
FOR
GENERAL UTILITY OPERATOR

DEPARTMENT:	Department of Public Works
DIVISION:	Water and Wastewater Utility
SUPERVISOR:	Utility Superintendent
SHIFT/HOURS:	7:00 A.M. – 3:00 P.M. M-F generally. Scheduled on call hours and overtime whenever needed.

JOB SUMMARY

The Utility Operator will be responsible for duties associated with the day to day operation of the water and sewer utility. The job includes the basic operation and maintenance of the Water and Sewer Department.

ESSENTIAL JOB FUNCTIONS

- (1) Perform routine operation and maintenance of water distribution and sewer collections systems.
- (2) Perform routine maintenance functions and custodial duties.
- (3) Check, maintain, and repair lift stations.
- (4) Repair manholes, sewer pipes, and joints.
- (5) Assist in maintenance and repair of pumps, motors, control, equipment, and vehicles.
- (6) Perform routine maintenance on vehicles and equipment.
- (7) Flush water mains and fittings.
- (8) Install new water services or replace obsolete services.
- (9) Read meters, record findings, and keep other records relating to service calls made.
- (10) Monitor gauges, meters, and control panels and interpret readings to determine process requirements.
- (11) Operate valves, pumps, and related hardware to control and adjust flow and treatment processes.

- (12) Assist in the operation and maintenance of wells, hydrants, valves, meters and related water distribution system components.
- (13) Haul sludge for field application.
- (14) Alternate as weekend and weeknight on call operator for field calls and plant monitoring and testing, with a 20-minute call in time.
- (15) Extract samples and perform all lab tests as required by DNR and Utility Superintendent.
- (16) Related work as required.

SKILLS & QUALIFICATIONS

- (1) Ability to obtain Groundwater and Distribution System operator's license within 2 years of date of hire.
- (2) Ability to drive light duty truck and obtain a CDL as required.
- (3) Ability to establish and maintain effective relationships with customers, to deal with complaints courteously.
- (4) Ability to understand and follow oral and written directions.
- (5) Ability to enter into and work in confined spaces such as crawlspaces, manholes, lift stations and wells.
- (6) Ability to lift 85-pound manhole covers and work related fittings and tools.
- (7) Knowledge of hazards and safe work practices.

DESIRABLE TRAINING AND EXPERIENCE

- (1) High School diploma with additional education.
- (2) Completion of Operator Training Course or equivalent training.

SPECIAL REQUIREMENTS

- (1) Residency within 20 miles radius of Berlin City Hall applies.
- (2) Valid Wisconsin Driver's License/Commercial Driver's License is needed.

PHYSICAL DEMANDS

- (1) Ability to lift heavy objects up to 100 lbs, frequently lift and/or carry objects of up to 50 lbs, and perform long periods of heavy manual work.
- (2) Must be able to function with no limitations or restrictions.
- (3) Ability to frequently reach above shoulders, crawl, kneel, and repeatedly bend.
- (4) Ability to work in all weather extremes.