

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 1 year 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.