

TOWN OF SCOTT
JOB DESCRIPTION

Job Title: Operator

Reports To: SMU Lead Operator

Department: Scott Municipal Utility

Employment Status: part-time to full-time

GENERAL SUMMARY: The SMU operator safely monitors, maintains, operates and repairs the water, storm water and sewer systems in the Town of Scott, and performs general duties as needed for the Town of Scott.

LICENSURE OR CERTIFICATION REQUIREMENTS: possession of Wisconsin driver's license.

EDUCATION AND EXPERIENCE REQUIRED: High school diploma or general education degree (GED) plus 2 years municipal or related experience

ESSENTIAL JOB FUNCTIONS: Essential duties and responsibilities include, but are not limited to the following:

1. Performs a wide range of operation and preventative and repair/replace maintenance functions, including but not limited to water distribution systems, valves, hydrants, curb boxes, well pumps, metering station, water tower, system flushing, meter testing and repairs, valve locations, water sampling, consumption reporting, station checks, telemetry recordings, water distribution flushing and sampling.
2. Performs a wide range of operation and preventative and repair/replace maintenance functions, including but not limited to sanitary sewer systems, lift stations, manholes, inspection of sewer mains and laterals including televising; lift station telemetry, checks and recording, maintenance of lateral and main drawings.
3. Performs a wide range of operation and preventative and repair/replace maintenance functions, including but not limited to stormwater systems, cleaning and repair, manhole cleaning, outfalls, ditches and drainage essentials; inspections of stormwater system components, maintenance of stormwater main and lateral drawings.
4. Operates and maintains all systems and equipment to ensure the DNR and PSCW water quality standards and regulatory requirements are being met.

5. Scott Municipal Utility (SMU) duties include but not limited to complaint calls, shop inventory maintenance, Diggers Hotline locates, building maintenance and staff meetings.
6. Performs a variety of functions for the Town of Scott, including but not limited to recycle bin delivery, pothole patching, placement of barricades and barrels, repair/replace street signs, park maintenance, field verify concerns.
7. Operates, cleans and maintains numerous types of tools and equipment used in the SMU.

ON-CALL REQUIREMENTS: Must be On Call per established SMU call schedule, responding to any emergency calls or situations, including necessary field visit(s).

KNOWLEDGE, SKILLS AND ABILITIES:

1. Understand and follow oral and written instructions.
2. Ability to comprehend business correspondence and work orders.
3. Ability to effectively communicate with customers, town residents, SMU co-workers, vendors and contractors.
4. Good mechanical aptitude and judgment skills.
5. Ability to work non-standard hours and respond effectively to emergency situations and calls. Must be available 24/7, while on call.
6. Ability to safely operate or learn to operate various tools and equipment, including but not limited to hand tools, power tools, pickup truck, etc.
7. Ability to operate and interact with necessary control systems that operate SMU systems, including but not limited to SCADA, PLS, Mission, smart phone app controls.
8. Ability to follow all job related safety requirements including but not limited to, applicable federal, state and Town regulations, as well as OSHA regulations. Ensures risk management is integral part of all tasks and jobs.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This job will cause exposure to all types of weather conditions, potentially for extended periods of time; wet and/or icy surfaces, high levels of noise including equipment and construction; confined space entry, various traffic hazards. The operator must lift and/or move objects up to 50 pounds or occasionally up to 100 pounds with assistance.