



Wastewater Operator-In-Charge

Village of Wausaukee is seeking to fill an opening for a full-time Wastewater Operator-In-Charge including duties as Water Utility Operator.

This position will have an emphasis on the facilities operations, process control, maintenance, diagnosis, and repair of utility equipment including pumps, blowers, compressors, gear reducers, motors, UV disinfection, small engines, distribution/collection system piping, jetter, and other wastewater/water treatment related equipment and buildings. This position also requires excellent environmental laboratory skills pertaining to Biochemical Oxygen Demand and Total Suspended Solids including trouble shooting equipment and maintaining the quality control systems in place.

Minimum qualifications for this position are high school diploma, strong mechanical background, and computer literacy with focus on Microsoft Word and Excel.

Preferred qualifications include: WI DNR Wastewater Certifications including Basic Biological Solids/Sludge Handling, Processing & Reuse, Biological Treatment: Suspended Growth Processes, Disinfection, Laboratory, Sanitary Sewage Collection System, and Solids Separation. WI DNR Water Certifications (Groundwater – Grade 1 and Distribution – Grade 1) should be obtained within one (1) year. Obtain a CDL within one (1) year.

The operator will be responsible for the operations of the wastewater treatment plant, laboratory, collection system, drinking water wells and distribution system including buildings and grounds. The operator will be responsible for all reporting requirements including but not limited to DMR, CMAR, and Annual Biosolids. Candidate must be an energetic self-starter with excellent work ethics and records and able to work with minimum supervision.

EXAMPLES OF ESSENTIAL DUTIES:

The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here as the needs of the employer and/or the requirements of the position change.

- Analyze grab and composite samples in accordance with WI NR149, Laboratory Certification.
- Make regular tours of lift stations and plant to check operations and equipment; adjust and repair as needed.
- Record readings from meters and instruments to check functioning of equipment at lift stations; ability to read and understand schematics and blueprints.
- Be “on-call” for response to alarms and emergencies at the plant and lift stations including operation of emergency generators and other equipment.
- Repair and adjust motors, pumps, valves, and other apparatus to meet changing operating conditions.
- Perform general grounds maintenance (i.e. grass cutting, weeding, tree trimming, grading, snow and ice control).
- Clean and service pumps, engines, motors, and other equipment.

- Paint, clean, and perform other maintenance to buildings and grounds.
- Implement and execute the CMOM program; keep records and maintain the functionality of communication and controls systems.
- Perform all preventive and corrective maintenance at lift stations and perform work in compliance with CMOM program.
- Inspect and maintain safety equipment including all confined entry equipment and fall protection equipment; set up and perform entries.
- Perform work in tanks, confined spaces, and high locations.
- Perform preventative, corrective, predictive and custom maintenance activities within the plant and lift stations.
- Manage biosolids and execute annual land application via contract haulers.
- Perform locates for sewer and water.
- Collect and analyze water distribution samples.
- Other duties as assigned.

Salary range: \$22.00 - \$28.00 DOQ

Benefits: Vacation, PTO, holiday, WRS retirement, deferred comp, life insurance, medical insurance reimbursement program

EOE

Background check and drug test

Contact – Jeff Mayou, WWTP OIC, at 715-927-1307 or via email at utility@villageofwausaukee.com



Village of Wausaukee Wausaukee Water & Sewer

PO Box 475
Wausaukee, WI 54177
(715) 856-5341

Employment Application

The Village of Wausaukee is an equal opportunity employer. All hiring, promotion practices and other terms and conditions of employment shall be maintained and conducted in a manner which does not illegally discriminate on the basis of age, race, creed, political or religious affiliation, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest record or conviction record.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () - E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: () - _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () - _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () - _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

