

**CITY OF MOSINEE  
POSITION DESCRIPTION**

**UTILITY OPERATOR**

General Statement of Responsibility

The Utility Operator position is primarily responsible for the maintenance and upkeep of the water distribution system and the waste water collection system, including lift stations. The Utility Operator may also be called upon to assist with Street Dept. related activities. This position also requires rotational weekend and holiday duties including carrying an emergency phone, for which the employee is additionally compensated.

The duties, responsibilities and abilities of the Utility Operator include, but are not limited to, the following:

Groundwater & Distribution System

- Assist with repairs to broken water mains or service lines, when necessary.
- Assist with the replacement of water service lines, when required.
- Read water meters when necessary.
- Install, remove, repair and/or test distribution system meters as required or requested.
- Maintain all meter records in a neat, easily accessible and orderly fashion.
- Monitor daily water pumpage and chemical usage from assigned pump houses.
- Perform water distribution system sample collections as required. Includes, but is not limited to bacteriological samples, lead and copper, heavy metals, etc.
- Perform the following tests on distribution water samples; chlorine residual, iron residual, ph, temperature, phosphates and any other tests necessary for system monitoring.
- Handle customer complaints and resolve them to satisfaction in a professional manner.
- Check for cross connections and record findings.
- Assist with private well permitting, abandonment and inspections when requested.
- Coordinate all activities, planning and scheduling with the Director of Public Works.
- Assist other Utility staff when called upon to handle work assignments or emergencies requiring two or more people.
- Possess a Wisconsin Grade 1-GDI Waterworks operator's license and secure enough continuing education credits to maintain that license.
- Participate in training seminars and other educational forums that will allow maintenance of the operator's licenses.
- Perform inspections as necessary of water towers, pumping stations and well houses.
- Flush water distribution system through the operation of hydrants semi-annually or as necessary.
- Thaw frozen water services when necessary.
- Verify tower levels and pump start and stop points monthly.
- Verify set points for backup systems quarterly.
- Insure that utility operations are carried out in compliance with all applicable DNR and PSC code and statutory requirements.

### Water Treatment Plant

- Have sufficient knowledge of the water treatment plant to operate and maintain.

### Sewer Utility

- Check all lift stations and observe for proper operation as required.
- Complete repairs or maintenance on lift station pumping equipment as required.
- Record hours of operation and any other pertinent information for all pumping equipment.
- Add chemicals to lift stations when warranted.
- Assist in the removal of lift station pumps and their annual maintenance.
- Respond to sewer backup emergencies in a timely and professional manner.
- Assist with pipe repairs as may be required.
- Makes DPW aware of problems in sewer collection system.
- Perform utility duties as necessary for weekend and holiday operations.

### General

- Holiday and rotating weekend work is required.
- Respond to after hour's requests for service.
- Follow established safety rules and wear appropriate safety equipment.
- Possess a valid Wisconsin Commercial Driver's license.
- Carry out directives from the Director of Public Works within a reasonable time frame and within any established guidelines.
- Make decisions that are sound and result in the best course of action for the City.
- Make recommendations and reports to the DPW as requested.
- Communicate to DPW, daily, the status of operations.
- Answer any requests for information by established deadlines.
- Perform other duties related to the Utility as directed by the DPW or City Administrator.
- Perform other duties related to the Street Dept. or other City functions as directed by the DPW or City Administrator.
- Treat customers and residents with courtesy and respect.
- Treat fellow employees with respect.
- Able to meet the physical demands of the position, including bending, climbing and occasional lifting up to 75 lbs.
- Occasionally operate heavy equipment to include, but not limited to; rubber-tired backhoe, wheel loader, patrol trucks, skid steer loader, one ton truck, pickup truck with snowplow.