



Water Works and Lighting Commission  
221 16<sup>th</sup> Street South P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831

### JOB DESCRIPTION

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| <b>Position Title:</b><br>Filter Plant Operator | <b>Department:</b><br>Water                            |
| <b>Reports To:</b><br>Water Superintendent      | <b>Position Classification:</b><br>Hourly – Non-Exempt |

#### Position Summary

This position is responsible for the operation of the water treatment plant that provides potable water to the City of Wisconsin Rapids. This position is responsible for testing bacteria samples, both city and non-city in our state certified laboratory. Records' keeping is very important along with following quality control and laboratory procedure.

#### Education/Experience

Background in water treatment, be highly motivated and have the ability to work without direct supervision.

This position requires a 3 year apprenticeship; however credit may be given based on experience.

#### Job Requirements/Skills

Have a valid Wisconsin Drivers License.

Possess and maintain certification in CPR and First Aid.

Be a self-starter and innovative individual capable of performing assigned duties without close supervision.

Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objective.

Must be safety conscious.

## **Essential Functions**

Must have knowledge of and practice company safety practices and policies.

Maintain state and federal standards for drinking water.

Obtain and maintain State of Wisconsin DNR Certification for the classifications of Distribution, Groundwater, Oxidation and Filtration (1).

Become proficient in coliform bacteria sample preparation as outlined by Wisconsin Department of Agriculture bacteria laboratory procedure.

Ability to operate all treatment plant equipment and troubleshoot problems that may arise.

Perform basic calibrations on equipment used in the laboratory and treatment process.

Keep accurate records of testing and entry into the reporting software.

Become proficient in the use of the SCADA for the treatment facility, wells and storage tanks.

Maintain a clean work environment.

Work with hazardous chemicals such as liquid chlorine, acids fluoride etc.

During non-office hours dispatches electric and water department crews who are in for call-in operational problems.

Perform duties as assigned by supervisor.

Possess ability to problem solve, communicate effectively, maintain effective working relationships, maintain adequate attendance and have a strong customer orientation.

## **Physical Requirements**

Perform heavy physical lifting (range 50-100 lbs.) on a regular basis.

Shift work is required, must be able to work weekends and holidays and is subject to call-in.