

Freedom Sanitary District No. 1

Position Description for Water Utility Operator

Position Title: Water Utility Operator

Department: Water Utility

Date: June 5, 2025

Reports To: Utility Administrator

Job Description

The Freedom Sanitary District No. 1 Water Utility Operator is responsible for the operation, testing, and compliance of the Districts water supply, storage, distribution, and treatment facilities. This position requires an independent work ethic coupled with sound decision-making and critical thinking skills. This position also demands the management of changing priorities and operations. The operator must monitor and analyze data from controls and execute mechanical, electrical, chemical, and sampling and initiates changes to insure continuous cost-effective treatment within regulations. Frequently, the operator must identify and initiate corrective actions or alternative methods and procedures to continue operations in the event outages, repairs, breakdowns or process control issues occur. The operator must possess a sound working knowledge and understanding of water and wastewater treatment plant operations, chemistry, and microbiology. The operator must be able to utilize and apply the scientific method of problem-solving. The incumbent must possess good mechanical reasoning in order to perform routine preventative, corrective and autonomous maintenance and repair of associated equipment. This position reports to the Utility Administrator.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform and record routine daily operations for the District's water utility , including data entry, basic laboratory testing, treatment adjustment and reporting:
 - Perform all work in compliance with environmental permits and regulations, safety regulations, and Conduct of Operations.
 - Prepare WDNR reporting as required.
 - Apply proper water treatment at specific stages.
 - Properly operate pneumatic, mechanical, hydraulic, and electrical equipment.
 - Monitor and adjust control panels, meters, and process equipment; respond to alarms (Manual & SCADA systems).
 - Develop a hydrant flushing plan.
 - Hydrant flushing in accordance with District requirements.
 - Operate lab equipment in process control.
 - Conduct laboratory analysis in accordance with operating permit and process control.
 - Collect, serve, and properly store samples for laboratory analysis.
 - Review lab data from water samples for compliance with environmental regulatory standards.
 - Prepare daily operational log sheets, direct process control changes.
 - Calibrate monitoring equipment and instrumentation.
 - Record readings, change charts, regulate and adjust processes to meet changing operational needs.
 - Chemical supply ordering compliant with District policy.
 - Maintain and complete inspections for cross connection control program.
 - Use of telemetry and SCADA system to monitor and control process.
- Perform and record maintenance required including: Flushing of mains, valve operation and exercising, maintenance and repair of pumping equipment and treatment equipment and coordination of repair to mains and service laterals:
 - Operate, review, and maintain process equipment at facilities; recommend repair/replacement.
 - Checks engines, generators, pumps, tanks, filters, treatment systems, chemical feed systems, samplers, and other equipment.
 - Visually inspect and test equipment to detect malfunctions, diagnose problems or repairs.
 - Recognize "abnormal" operating or unsafe conditions and implement proper response.
 - Lubricate, dismantle, and assemble parts and equipment.
 - Troubleshoot operational, computer, or maintenance problems.
 - Prepare work system for upcoming maintenance issues—create workarounds, provide safety backup for certain tasks.
 - Schedule, direct, and assist in repairs.
 - Log maintenance, disposal, part requisitions, inspection records, etc.
 - Perform meter change out and meter reading.
 - Review construction projects.
 - Respond to Digger's hotline and contractor utility locate requests.
 - Perform waste disposal activities for the site.
 - Directs operation and maintenance functions in "on call" and "emergency" situations-performs emergency chemical release responses, containment, and evacuation procedures.
 - Assist with the preparation of the water system Capital Improvement Plan (CIP).
 - Collect samples from Private Wells as required.
 - Complete monthly fire extinguisher inspections.

- Analyze and monitor potable water production and treatment, and water treatment system processes, and identify and implement simple process adjustments to ensure optimum performance of plant:
 - Prepares shift, weekly, monthly and annual water operations reports-enter analytical and operational data, communicate results to management.
 - Keep record of water treatment analyses, process control testing, tank levels, flow rates and hazardous waste inspection summaries.
 - Inspect new hookups.
 - Develop control charts, develop and update standard operating procedures for all water process areas.
 - Participate in developing new equipment specifications.
 - Assist in the preparation of budget reports.
 - Participate in environmental compliance inspections.
 - Establish and maintain a preventative maintenance program on all equipment and plant facilities according to requirements, including pumps, piping and valves.
 - Initiate lockout/ tag out and safe work permit procedures.
 - Update operations manuals.
 - Respond to telephone inquiries regarding water quality.
 - Prepares chemical inventory reports, orders chemicals and approves chemical bids.
 - Develops Safety Manuals and Safety Training matrix for all required Water Plant Safety Programs.

Additional Tasks and Responsibilities:

- Monitor and perform housekeeping duties (cleaning, lawn care, snow removal, service work, vehicle maintenance, and fill-in work).
- Possess and maintain an advanced Water Operator Certification license in all subclasses related to the requirements necessary to operate the District water system.
- Requires on-call management of the wastewater collection, conveyance, and treatment facilities every other weekend.
- Must complete minimum continuing education and professional development hours necessary to satisfy job requirements and maintain operator license.
- Responsible for collecting and analyzing wastewater samples from hauled in waste.
- Work with and train apprentice operators as required.

Physical and Mental Qualifications:

- Ability to operate, troubleshoot, complex equipment and machinery that requires the monitoring of multiple conditions and continual rapid and/or complex adjustments; i.e., water treatment plant equipment, computer terminals, microscope, gas detector, Ohm meter, velocity meter, automatic volatility computer and maintenance tools.
- Ability to take a lead role in emergency response during chemical release incidents and/or drills.
- Must have a valid Wisconsin driver's license to operate District vehicles.
- Ability to recognize, identify, compare and distinguish degrees of difference in physical characteristics such as: color, form, sound, odor and texture.
- Ability to work strenuously under extreme conditions: ex. frequent exposure to inclement weather, water/wastewater, mechanical, electrical, chemical and confined space hazards, offensive fumes; excessive noise, deep excavations, and animals, snakes, and poisonous insects.
- Ability to work weekend rotations.
- On-call services (24/7).
- Familiarity with Wastewater operations and laboratory analysis along with the ability to perform standard wastewater operations.
- Assist Wastewater Operator as required.
- Currently have or the ability to obtain a Wastewater Operator license within 1 year of employment.
- Back-up for emergency services.
- Ability to work well with others.
- Ability to communicate effectively with District commissioners and personnel, consultants, and the general public in a professional manner.
- The ability to work a minimum of 40 hours per week, 8 hours per day between the hours of 6 am and 7 pm as approved.
- Computer application proficiency with Microsoft office products, especially Word and Excel.

Employee's Signature: _____ Supervisor's Signature: _____

Date: _____ Date: _____