



Department of Public Works & Utilities

352 High Street
Wrightstown, WI 54180

Phone – 920-532-0434

Fax – 920-532-0433

www.wrightstown.us

Wastewater Operator / Public Works Laborer

Due to a recent position opening, the Village of Wrightstown Department of Public Works and Utilities is accepting applications for the position of Wastewater Operator / Public Works Laborer. The primary job duties for this position include serving as the waste water system operator. Secondary responsibilities will include assisting in water system operations and public works operations as needed. Other duties include but not limited to plowing snow, operating and maintaining various pumps, motors, and equipment within the department. The successful candidate will be required to respond to infrastructure emergencies and put on the weekly on-call rotation which includes scheduled weekends and holidays. The candidate will possess a valid Wisconsin CDL or the ability to obtain one within six months from hire. This position has a six month probationary period. The Village offers a competitive starting wage, a comprehensive benefit package including; medical benefit plan, Wisconsin Retirement Plan, deferred compensation, life insurance, voluntary dental and vision plan, paid holidays, vacations and sick leave. Five years of quality experience in the water, wastewater, or maintenance fields, a job related to the public works and utilities **and/or** an Associate Degree in Wastewater Technology desired but not required. Qualifications for this position include having, or the ability to obtain Wisconsin advanced wastewater certification with subclass A1, C, P, D, L, and B. Residential inspection experience is also desired but not required. Applications and a complete job description can be obtained from Village Hall at 352 High St., Wrightstown, WI. 54180, phone 920-532-5567, or by visiting: wrightstown.us Please submit your completed application and resume by 12:00 p.m. on Friday August 19th, 2016 to Village Clerk, Village of Wrightstown, 352 High St., Wrightstown, WI. 54180.



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Job Description – Wastewater Operator / Public Works Laborer

Job Title: Wastewater Operator and Public Works Laborer

Department: Department of Public Works and Utilities

Reports To: Director of Public Works and Utilities

Status: Full Time / Hourly

Position Summary:

Under the supervision of the Public Works & Utilities Director and Foreman, the wastewater operator performs skilled and semi-skilled work related to the Wastewater, Water Utility, and Public Works Department. The primary job duties for this position will be operating all necessary processes with in the WWTP to include all lab testing, process control as well as articulating the maintenance program with help from the utilities team. Secondary responsibilities will include assisting in water system operations and public works operations as needed. Other job functions include a variety of tasks such as operating and maintaining various pieces of equipment, streets, sidewalks, cemetery, parks, municipal buildings, storm water collection system, and other miscellaneous duties that may be required for this position.

Essential Job Duties:

- Responsible for the operation and maintenance of the wastewater plant and ensuring that all WDNR permit requirements are satisfied.
- Assist in the preparation of all required forms as required by the regulating agencies, assist in the preparation of the annual operating budget, and keep all required daily records and enter data on computer.
- Ability to read blue prints and schematics and performs routine preventive maintenance and special maintenance on all wastewater plant equipment, grounds, and buildings.
- Calibrates chemical equipment, calculates chemical feed rates and adjust accordingly or as indicated by lab tests.
- Collect all required samples as outlined in the WDNR operating permit, conduct all laboratory tests as required, and prepare samples for shipment as needed.
- Assist in the operation and maintenance of the sanitary sewer system to include inspecting and cleaning manholes and wet wells, and troubleshoot lift station pumps.
- Monitor the SCADA system for the water, wastewater, and collection systems and troubleshoot problems that may arise.
- Assist the water utility and public works department with the operation and maintenance of the water system, streets, parks, buildings and grounds, and equipment as needed or directed.

- Perform all work functions in an efficient manner while maintaining the highest quality service possible, and while following the proper procedures for workplace safety.
- Perform any other related duties that are not listed here that may be required for this position, or as assigned by the Director of Public Works and Utilities.

Additional Requirements:

- Must possess a valid Wisconsin driver's license, and have a valid Wisconsin CDL or the ability to obtain one within six months from hire date.
- Must pass a post-employment offer drug screen and physical.
- Subject to random drug testing as part of the Brown County drug testing program.
- Must pass a background check.
- Must successfully complete a six month probationary period.
- Is required to plow snow as normal winter operations.
- Required to be part of the weekly on call rotation and work scheduled overtime on weekends and holidays.
- Required to respond to after hour emergencies that include, but not limited to water main breaks, service leaks, water well and lift station alarms, waste water treatment plant malfunctions, or snow plowing.
- Ability to perform basic math functions.
- Ability to communicate in a professional manner at all times while conducting Village business with residents and fellow employees.
- Required to carry Village provided cell phone while on duty and while on call rotation.

Experience, Education, and Training Required:

- A High School Diploma or GED, an Associate Degree in Wastewater Technology, **and / or** five years of quality experience in the wastewater treatment field is desired.
- Must possess WDNR wastewater treatment advanced certification in L-laboratory, D-disinfection, A1-Suspended Growth Processes, P- Total phosphorus, and C- Biological Solids/Sludge Handling, Processing, and Re-use, or the ability to obtain certifications within two years from hire date.
- Basic computer skills and knowledge with using Microsoft Word and Excel, and experience with SCADA systems.

Minimum Physical Abilities Required to Perform Essential Job Functions:

- Work in outdoor settings and in poor weather conditions.
- Ability to lift loads up to eighty pounds.
- Ability to climb ladders, water towers, and enter confined spaces.
- Ability to operate office equipment such as computer, faxes, telephone, and copy machine.
- Work will require the ability to sit, stand, or walk for up to eight hours.
- Ability to operate and use hand tools, motorized vehicles and equipment.

Function of Job Description:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills, and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties

