

Village of Johnson Creek Utilities
Position Description

Name:	Department: Water & Sewer Utilities
Position Title: General Utility Laborer	Pay Grade:
Date: January 22, 2025	Reports To: Public Works Director

General Purpose of Position: Performs a variety of skilled technical and maintenance work in the operation, maintenance and repair of the wastewater treatment facilities and involved with basic operations of the water treatment facility and distribution system.

Pre-Requisite (Education / Experience): While in the employment of the Village of Johnson Creek Sewer Department, employee must complete a minimum of 8 hours continuing education every year, and any additional schooling or training that may be required.

Minimum Qualifications: Must be able to drive to and from job site and must have a valid Wisconsin state drivers license. A working knowledge of wastewater equipment, facilities, materials, and procedures used for plant operation and maintenance. Must possess or be able to obtain a Wisconsin Wastewater Operator's certification in sub-grade A-1 (Suspended growth) and pass the general wastewater treatment exam within one year of hire date.

Desired or ability to obtain: Wastewater operator certifications in general wastewater, and Laboratory (L) desired, others eventually may include Solids Separation (B), Disinfection (D), Sludge Handling (C), and Phosphorus removal (P), and others not listed. A Wisconsin Water System Operator's certification in subgrade levels; G-Groundwater, D-Distribution, and I-Oxidation & Filtration for iron removal may be required within one or two years in addition to the wastewater certification.

Work Schedule: Emergency on-call, holiday, and weekend work is required. Work shift will be assigned by management.

Physical Demands: Lifting approximately 50 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Language Skills: Must have developed language skills to the point to be able to read and understand instructions, safety rules, etc. Must be able to write reports legibly. Must speak distinctly. While this position often dictates working independently, this employee must be able to effectively communicate with customers, contractors, and office personnel.

Other Technical Skills: Adequate organization and record keeping skills is required. Employee must have knowledge of Confined Space Entry requirements. Employee must maintain a good driving record and be able to obtain CDL license (not required at this time). Operator is responsible for the care of vehicle, tools, and equipment he/she is using. Operator must be able to use MS Office Software at a minimum.

Environmental Adaptability: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

General Description & Accountability:

- *On-Site Laboratory Testing*
 - Collect, preserve, and ship wastewater and sludge samples
 - Set-up, reporting and monitoring of pH testing
 - Daily plant checks and rounds
 - Quality assurance and quality control program understanding (QA/QC)
 - Maintain records on all testing performed
 - Keep inventory records
 - Other duties as assigned or necessary to complete the job
- *Meter Installation, Repairs, and Route*
 - Install meters and radio modules
 - Perform routine meter changes as per PSC regulations
 - Maintain records for installs and testing
 - Plumbing repairs as needed to meter valves
 - Prepare order requisition for meters and parts, maintain inventory supplies
- *Maintain Curb-Stop Boxes and Valves*
 - Routinely work all valves and maintain written records
 - Repair / clean out as necessary
- *Operate and Maintain Lift Pump Station Equipment*
 - Submersible electric pump inspections and maintenance
 - Generator set testing and maintenance
 - General cleaning of wet wells and buildings
 - Electrical troubleshooting and programming
- *Maintain Sewer Collection System*
 - Inspect sanitary sewer system for problems
 - Carry-out cleaning schedule as directed
 - Conduct inflow and infiltration (I&I) inspections
 - Assist with repairs for main and lateral breaks
 - Infrastructure locates as needed
- *Electrical Work*
 - Understand use of equipment to conduct electrical testing of various fuses to troubleshoot and determine equipment problems.
- *Truck and Equipment Operation and Maintenance*
 - Able to drive and/or operate large equipment: utility truck, lift crane(s), tractor(s), trailer vacuum / jetter, front-end loader, skid steer (Bobcat), generator set(s). This is not an all-inclusive list.
- *SCADA System Duties*

- Perform radio telemetry checks, and daily recordings of system components.
- *Stand-By Duties ("on call")*
 - Respond to power outage - provide temporary or permanent power
 - Respond and coordinate repairs of water main or sanitary sewer problems.
 - Respond to accident scene involving sewer utility property
 - Respond to customer complaints - check out problem and rectify if possible
 - Call in necessary assistance if needed.
- *Miscellaneous*
 - General janitorial duties as assigned related to building and grounds.
 - Other duties as assigned or necessary to complete the job

Examples of abilities required for this kind of work:

- Operate equipment according to work orders, signals, and oral instructions.
- Withstand the jolting and vibration of heavy equipment.
- Work outdoors in all kinds of weather.
- Move eyes, hands, and feet together to control movement of equipment.
- Estimate distances.
- Lift, carry, or pull objects that may be heavy.
- Understand instructions and learn procedures and techniques.
- Perform routine work or the same task repeatedly.
- Learn the functioning of the overall system as well as the part you work with.
- Use judgment and make decisions to keep the system operating.
- Use arithmetic.
- Use eyes, hands, arms, and fingers to operate or adjust equipment.
- Understand and use specifications.
- Work to precise measurements.
- Visualize how finished product will look or how system will operate.
- Climb and balance self.
- Stay calm in face of emergency or danger.

The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date