



EMPLOYMENT NOTICE

Operator 1, Water and Wastewater Utility

Class specifications are only intended to present descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Pay Range: \$27.49-\$36.44/hr.
Department: City of Kiel Water and Wastewater Utility
Hours: Full-time
Deadline to apply: Position open until filled.
How to apply: Submit City of Kiel Employment Application, letter of intent and resume or statement of qualifications to the General Manager of Utilities by the deadline stated above. A position description and application can be found on the City of Kiel website: www.kielwi.gov/employment or by contacting Kris August, General Manager Kiel Utilities at (920) 894-2909 ext. 105 or email: kris.august@kielwi.gov

SUMMARY:

Under direction from the Wastewater Utility Chief Operator and/or Water Utility Chief Operator or his representative performs the Water and Wastewater Utility Operator duties including operations, controls and maintenance work within the Water and Wastewater Utilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

ESSENTIAL FUNCTIONS: (include but not limited to the following)

- Operates, inspects, cleans, repairs, replaces and maintains mechanical, electrical, electronic, and related equipment of the Water and Wastewater Utilities
- Performs general grounds preventive maintenance and repair. Operates vehicles and other equipment.
- Performs laboratory and field testing and analysis; monitors the operation of equipment for proper monitoring of the utility. Maintains records and logs.
- Performs other duties as assigned. The utility may revise the duties and responsibilities of this position as needed.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The need to lift and push tools, equipment and supplies weighing 25 pounds, or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, work in confined spaces and trenches.

Education and /or Experience:

Any combination of education and experience that has provided the knowledge, skill and abilities necessary for a **Water and Wastewater Utility Operator 1**. and a high school diploma or GED. Completion of a degree program in Water and Wastewater or Environmental Science preferred.

License/Certificate:

Possession or ability to obtain within one year of employment of a valid Wisconsin driver's license with Commercial Driver License endorsement (CDL). Possession of a State of Wisconsin Grade Basic Level Wastewater Certification in applicable subclasses related to the Kiel Wastewater Utility and/or State of Wisconsin Waterworks Operator License with subclasses (D) Distribution and (G) Groundwater.