



City of Weyauwega

109 E. Main Street * P.O. Box 578
Weyauwega, Wisconsin 54983
Phone: 920.867.2630 * Fax: 920.867.2635

Position Title: Wastewater Head Operator

Reports To: Public Works Operations Supervisor

Opening Date: 3/5/18

Closing Date: 3/26/18

How to Apply: Please fill out and submit a City of Weyauwega employment application along with your resume and cover letter to John Foss, City Administrator jfoss@cityofweyauwega-wi.gov, or fax: 920-867-2635. Application packages must be received by March 26, 2018 at 3:00pm. Application form and further information can be found at www.cityofweyauwega-wi.gov

Compensation and Benefits: Compensation will be based on qualifications. Comprehensive benefit package includes: Wisconsin Retirement fund; deferred compensation; paid vacation, sick, and holiday leave; health, disability, life insurance; and tuition reimbursement.

Purpose and Position: The purpose of this position is to lead the operation, monitoring, maintenance, and trouble-shooting of the wastewater treatment facility and its processes.

Essential Duties and Responsibilities: The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Public Works Operations Supervisor, City Administrator, or City Council.

- Has overall responsibility for the Wastewater Treatment Plant and lift stations.
- Responsible for maintaining compliance with Facilities WPDES Permit.
- Operates under the direction of the Public Works Supervisor and City Administrator.
- Responsible for equipment maintenance and grounds upkeep, including buildings.
- Responsible for the Solids Management Program and associated reports.

- Responsible for enforcing the Hazardous Response Plan and training/safety programs within the WWTP.
- Responsible for the Septage Receiving Program and associated paperwork; creates septage reports and submits to City Hall.
- Performs maintenance tasks and runs rotary press, as required.
- Orders and keeps enough lime and polymer for solids stabilization process, with approval from Public Works Supervisor.
- Assists Water Department with water testing, hydrant flushing, valve exercising, meter reading, and maintenance, as needed or ordered by Public Works Supervisor.
- Assists with street maintenance, as requested by Public Works Supervisor.
- Works scheduled weekends and holidays on a rotational basis; duties on weekends and holidays include “checking out” groundwater wells, the WWTP and responding to public works and parks emergencies.
- Procures lab supplies, with approval by Public Works Supervisor, insuring all supplies are kept in stock, including distilled water, toweling, etc.
- Generates and submits monthly and annual DNR reports in accordance with WPDES Permit.
- Responsible for Industrial Monitoring Program, including paperwork and monthly billings.
- Monitors chemical levels and orders when necessary with approval by Public Works Supervisor.
- Will have or must attain DNR Waterworks Certification in sub-classes G & D, and Wastewater Advanced Certification in sub-classes A1, B, C, P, D, and L.

Laboratory Duties:

- Collects samples and performs daily rounds.
- Performs laboratory testing.
- Samples industry and records meter readings.
- Performs weekly maintenance and general cleaning of service building (i.e., sweep, mop, dust, empty garbage, etc.).
- Puts out recyclables.

Maintenance and Solids Handling Duties:

- Performs preventative and corrective maintenance.
- Cleans and maintains the facility and grounds.
- Runs press and completes associated paperwork.
- Performs any other work necessary to maintain the facility in good working and presentable order.
- Changes polymer bags.

Knowledge and Abilities Required

Be able to perform and document various tests required by State and Federal agencies for the operation of a wastewater treatment plant.

Perform daily checks of the wastewater treatment process and periodic checks of pump stations.

Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.

Have the ability to work with independence and to make routine decisions.

Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.

Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.

Ability to work with raw sewage and chemicals using normal protective equipment.

Ability to plan and direct the work of subordinate employees.

Ability to operate and maintain equipment used in wastewater treatment process.

Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.

Ability to lift and move heavy objects (100 lbs.) short distances (100 feet or less) and ability to support 50 lbs. overhead.

Ability to work in small, cramped spaces and comply with confined space entry procedures.

Qualifications:

- High School Diploma or Equivalent
- Advanced Grade Wastewater Certification
- WI Drivers License
- Mathematical aptitude
- CDL

The City of Weyauwega is an equal opportunity employer.