



CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538 Date: Dec. 4, 2018

TO: Department Heads
FROM: Matt Trebatoski, City Manager
SUBJECT: Vacancy – ***Please Post***

Wastewater Utility Operations Specialist

Characteristic Work of the Class

Nature: To work under supervision to operate, regulate and maintain wastewater mechanical equipment. Be able to perform any combination of routine laboratory tasks. Operate biosolids handling equipment in a routine or backup capacity, including assisting with biosolids reuse. Performs other related work as required.

Distinguishing Features of the Class: An employee in this class assists in various operations of the Utility, including laboratory, industrial monitoring, solids handling and reuse, and plant and process equipment maintenance. This position will also backup and perform the duties of the Soils Technician, laboratory Technician and other positions as necessary in the case of absences. It is expected that the person in this position would be able to move into a Technician level role when a vacancy exists.

Examples:

1. Assists in preventative maintenance and repairs on plant process, lift stations, and other plant equipment.
2. Cleans, paints, and performs minor repairs on buildings and machinery.
3. Performs daily inspections of process and other equipment for proper operation and to gather information for equipment operation history.
4. Consults with Maintenance Technician and Specialist regarding daily maintenance operations.
5. Performs physical work as related to job conditions.
6. Relieves other positions when required and assists with lift station maintenance.
7. Cleans and adjust equipment to maintain proper operation.
8. Responsible to assist with and backup biosolids reuse program.
9. Relieves Soils Technician when needed, performing solids thickening and dewatering equipment operation, sample collection and daily sludge pumping tasks.
10. Collects and analyzes samples from plant processes, performs other routine lab tasks as needed. Responsible as backup to Lab Technician for vacations and absences.
11. Ability to learn basic principles of chemical, physical and bacteriological examination and treatment of wastewater, sludge, effluent, and by-products.
12. Ability to learn and conduct laboratory tests as directed.

Qualifications:

Essential Knowledge and Abilities

1. Knowledge of the operation, maintenance, and repair of wastewater plant mechanical systems and apparatus.
2. Ability to understand and effectively carry out oral and written instruction.
3. Ability to operate various types of power, hand, measurement, and testing tools used in mechanical maintenance work in a safe effective manner.
4. Knowledge of standard laboratory principles and equipment.
5. Ability to maintain accurate and complete records and prepare complete and detailed reports.
6. Knowledge of occupational hazards and safety precautions in maintenance and laboratory operations.
7. Ability to lift 50 lbs. Occasionally heavier lifting with assistance and proper equipment.
8. Ability to communicate effectively in both written and oral communications.
9. Knowledge of basic computer operations, including common office productivity software.

Desirable Training and Experiences: Graduation from high school or equivalent. College level coursework in an environmental science desirable. Previous experience in wastewater treatment or a related field with some mechanical maintenance and/or laboratory background; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements:

1. Must be in receipt of/or eligible for certification as a grade 4 operator, Sub-Grades A1,B,C,D,L,P.
2. Must be in receipt of/or eligible for a CDL drivers permit.