

# **VILLAGE OF CALEDONIA**

## **UTILITY DISTRICT OPERATOR APPRENTICE**

### **BASIC FUNCTION:**

To assist in the day to day operations and activities of the Caledonia Utility District to include performing any combination of jobs which are assigned and pertinent to the operation and maintenance of the wastewater collection system and water distribution system as assigned by the Utility Operations Supervisor.

### **DUTIES AND RESPONSIBILITIES:**

- Perform cleaning and flushing of the wastewater collection system and water distribution system.
- Perform the cleaning and repairing of pumps, motors, pipe blockages, etc. and correct and equipment malfunctions as needed.
- Perform the operations and maintenance for a variety of equipment, including pumping equipment, mechanical machinery, piping systems, electrical and measuring devices. Including but not limited to lubricate equipment and check for equipment malfunction, replace mechanical seals in pumps, service/repair bearings in motors and other equipment, assist in the installation and startup of new equipment and assist in the execution of the regular preventative maintenance programs.
- Maintain maintenance records and operating records.
- Perform inspection and servicing of mechanical and electrical control systems.
- Perform in reading, installation, testing and repair of water meters.
- Assist with cleaning the operating facilities, mow the lawn and perform routing janitorial duties.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Perform related work as required.

### **SUPERVISION EXERCISED:**

None

**SUPERVISION RECEIVED:**

Receives general direction from the Utility Operations Supervisor and Senior Field Operator.

**QUALIFICATIONS:**

- Must reside within a 15 mile radius of the Utility District Building located at 333 4 ½ Mile Road and be available for 24-hour emergency response, including nights, weekends and holidays as needed to correct problems throughout the District.
- A High School Diploma or equivalent is required.
- Must possess mechanical aptitude, knowledge and skills to perform the duties and responsibilities.
- Must be able to communicate effectively both orally and in writing and must have strong interpersonal skills to deal with the public and contractors.
- Must possess leadership skills and initiative to work independent of direct supervision.
- Possess and maintain a valid class D license without restrictions on ability to lawfully operate a vehicle at all times needed to perform duties is required.
- Obtain a valid Class B Commercial Driver's License with tanker endorsement without restrictions on ability to lawfully operate a vehicle at all times needed to perform duties and all other subsequent certifications required within 12 months from date of hire.
- Successfully pass basic physical examination, urinalysis and eye test to perform the physical abilities and characteristics of the job.
- Must be able to lawfully operate designated motor vehicles and equipment

**PHYSICAL ABILITIES AND CHARACTERISTICS:**

Must possess and maintain a level of fitness that allows the employee to do medium to heavy work involving climbing, balancing, stooping, kneeling, crouching, reaching, lifting, handling and walking moderate distances, around various sites; as well as bending and twisting as necessary. Good hearing, visual activity, depth perceptions and color vision required.

Must possess the ability and dexterity to operate equipment such as a jackhammer, jet rodder, generator, compressor and/or other various pieces of equipment as required.

Clothing, grooming, and personal hygiene must be appropriate to the work situation.

**WORK ENVIRONMENT:**

Primarily outside field work and requires entry into confined spaces including manholes. Exposed to inclement weather, fumes, odor and dust. At times may be working in a hazardous environment which will require the use of personal protective equipment.

**SELECTION GUIDELINES:**

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1/23/2018