

**WATER UTILITY OPERATOR – (Shift schedule is Monday-Friday 6:30 a.m. – 3:00 p.m.)**

**PURPOSE:** The position of Water Utility Operator performs duties in the operation and maintenance of both electrical and mechanical waterworks facilities. This position performs customer service, semi-skilled and manual work. Reports for duty in emergency situations and works a rotational on-call schedule.

**ESSENTIAL FUNCTIONS:**

- Performs routine maintenance of motors, pumps, treatment equipment, stations, and grounds.
- Performs maintenance and repair of hydrants, valves, valve boxes, and water mains.
- Collects & tests water samples.
- Flushes water systems.
- Inspects, cleans, and maintains underground reservoirs, well stations, and elevated towers. Handles snow and ice removal as required.
- Identifies abnormal parameters and makes corrections to improve the treatment process.
- Installs, reads, replaces, tests, and repairs water meters. Checks for cross connections.
- Promotes and maintains positive departmental public relations with other City departments and staff and the community in general.
- Responds or refers complaints concerning the operation and maintenance of electrical and mechanical waterworks facilities to supervisor.
- Provides instruction to summer or seasonal staff.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

**REQUIREMENTS:****Water Utility Operator II\*:**

1. Knowledge equivalent to a high school diploma.
2. Must have Waterworks Operator Certification from Wisconsin DNR for Ground, Distribution, and Iron Removal (G, D, I).
3. Minimum three (3) years licensed and practical Water Utility work experience at the Operator I level or equivalent preparation.
4. Commercial Driver's License (CDL) endorsement (Classes A,B,C).
5. Knowledge and ability to operate motorized equipment, trucks and tools.
6. Ability to perform manual labor (bend, stoop, handle equipment, lift minimum of 60 pounds); withstand a variety of temperatures, weather and work conditions; and possess short/long distance vision.
7. Ability to report to duty in emergency situations and be on call on a regular basis.

**Water Utility Operator I\*:**

1. Knowledge equivalent to a high school diploma.
2. Basic certification as a licensed Operator by the Wisconsin Department of Natural Resources.
3. Minimum two (2) years of Water Utility experience.
4. Ability to obtain Waterworks Operator Certification from Wisconsin DNR for Ground, Distribution, and Iron Removal (G, D, I), including required work experience within probation period.
5. Commercial Driver's License (CDL) endorsement (Classes A,B,C) (may be obtained during probationary period).
6. Knowledge and ability to operate motorized equipment, trucks and tools.
7. Ability to perform manual labor (bend, stoop, handle equipment, lift minimum of 60 pounds); withstand a variety of temperatures, weather and work conditions; and possess short/long distance vision.
8. Ability to report to duty in emergency situations and be on call on a regular basis.

**Note:** Promotion to Water Utility Operator II contingent upon completion of three (3) years experience at the Water Utility Operator I level or equivalent preparation.

**Water Utility Operator-In-Training\*:**

1. Knowledge equivalent to a high school diploma.
2. Ability to pass Waterworks Operator Certification (Distribution) from the Wisconsin Department of Natural Resources (may be obtained during probationary period).
3. Ability to obtain Commercial Driver's License (CDL) endorsement (Classes A,B,C) with probation period.
4. Knowledge and ability to operate motorized equipment, trucks and tools.
5. Ability to perform manual labor (bend, stoop, handle equipment, lift minimum of 60 pounds); withstand a variety of temperatures, weather and work conditions; and possess short/long distance vision.
6. Ability to report to duty in emergency situations and be on call on a regular basis.

**Note:** Promotion to the Water Utility Operator I title is contingent upon completion of two (2) years experience at the Operator –In-Training level or equivalent preparation.

*Equivalent combinations of training and experience will be considered.*

\* **The City has the right to fill the Water Utility Operator position vacancy at either the I, II, or OIT level based and knowledge, skills and abilities of the applicant.**

**2018 SALARY RANGE:** **Water Utility Operator II:** \$26.91-\$30.75 per hour with excellent benefits.  
**Water Utility Operator I:** \$24.87-\$28.43 per hour with excellent benefits.  
**Water Utility Operator-In-Training:** \$19.66-22.47 per hour with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Human Resources reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

Applications will be accepted through **SUNDAY, JUNE 17, 2018.**

**HOW TO APPLY:** You can now apply online through NEOGOV from our web site ([www.ci.brookfield.wi.us](http://www.ci.brookfield.wi.us)), by clicking on the job title and clicking on the "Apply" link! An email address is necessary to apply online. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for other job openings. If you do not have a current email address, you can sign up for free email to create your account.

You will receive an email confirming that we have received your application. It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. You may submit a resume by copying and pasting the document, however the application must be completed in its entirety to be accepted. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

For assistance click on "HELP" after you are logged in or during business hours contact Applicant Support @ **1-855-524-5627** or contact Ann Harvancik at (262) 787-3607 in the City of Brookfield Human Resources Department.

05/22/2018 2018-14 THE CITY OF BROOKFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES AND ENCOURAGES DIVERSITY.