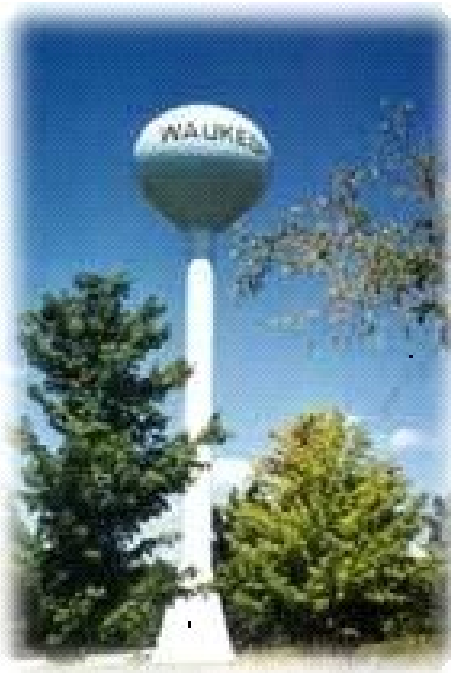


WE'RE HIRING

WAUKESHA WATER UTILITY

Investing in the future of our water



Operator I

Full time general labor position available. Duties will vary from maintenance and repair of our water distribution system (mains, hydrants, valves), routine maintenance of motors, pumps, and other mechanical equipment, testing and storage of chemicals, and upkeep of facilities and grounds in our service area.

Starting Pay from \$26 - \$31 per hour, depending on qualifications.

Requires 3 years similar experience, a valid driver's license with CDL (or ability to obtain) WI DNR Certified Operator License Grade D required within twelve (12) months of hire. Must be able to respond to emergencies within 30 minutes. We offer a great workplace with competitive pay and benefits that includes insurance, generous PTO and state pension. See the job description and application below.



Submit completed application to
WWUhr@waukesha-water.com

Or:

WAUKESHA WATER UTILITY
Attn: Lynn Gomez
P. O. Box 1648
Waukesha, WI 53187-1648





JOB DESCRIPTION

Job Title:	Operator I
Version Date:	11/18/2019
Salary Grade:	
Department:	Operations
FLSA Classification:	Non-Exempt

JOB SUMMARY

Under the direction of the System Maintenance Supervisor, this position will perform a variety of duties in the Operations Department related to water distribution infrastructure and water treatment. This position consists of semi-skilled and manual work. Performs other tasks, cooperates with others, and responds to emergency or unusual circumstances as required or assigned and works a rotational on call schedule.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Perform construction related duties necessary for the installation, maintenance and repair of the distribution system. This includes hydrants, valves, valve boxes, water mains and services .	20%
Perform routine maintenance of motors, pumps, treatment equipment, stations, and grounds and maintenance. Adjust electrical, electronic, chemical feed, and mechanical equipment as necessary.	20%
Accurately prepare reports related to chemicals, pumpage, parts inventory and daily job activities. Monitor and report variances to ensure reliable operations.	15%
Inspect, clean, and maintain reservoirs, well stations, and elevated towers, and Utility owned buildings throughout the system. This includes snow and ice removal and grounds maintenance as required.	15%
Safely receive, store and distribute water treatment chemicals.	10%
Safely operate company service vehicles to and from job sites and dump trucks to transport, load and unload construction materials.	10%
Must comply with safety standards and procedures to prevent injuries and illnesses and safety of the public water supply.	10%
Availability to be on 24 hour on-call rotation and respond to emergencies as required or assigned. Must be able to report to work within 30 minutes.	5%

Additional Responsibilities

Additional Responsibilities

Perform seasonal hydrant flushing as needed.
Repair and replace water meters and assist with large meter testing as needed. Accurately record meter information and readings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

High School	or equivalent GED	Required	
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Work Experience

3 years or more	in a related field	Required	
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Skills

Determining the kind of tools and equipment needed to do a job.
 Knowledge of or ability to learn and apply the proper methods, tools, materials and equipment used for the repair and maintenance of water distribution and treatments systems.
 Ability to read and interpret maps, use Tablet or PC to navigate GIS system.
 Requires basic to intermediate computer skills

Licenses and Certifications

CDL - Group B - Commercial Drivers License	Wisconsin Commercial Drivers License Class B	120 Days	Required
	WI DNR Certified Operator License Grade D	1 Year	Required

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing					X	
Walking				X		
Sitting			X			
Lifting			X			100
Carrying			X			100
Pushing				X		50
Pulling				X		50
Climbing				X		
Balancing			X			
Stooping			X			
Kneeling			X			
Crouching			X			
Crawling			X			
Reaching			X			
Handling			X			
Grasping			X			
Feeling			X			
Talking			X			
Hearing			X			
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold				X	
Extreme heat				X	
Humidity			X		
Wet			X		
Noise			X		
Hazards				X	

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		
Other	X				

SCOPE

Freedom To Act

Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

People Management

<i># Direct Resources Managed</i>	<i># Indirect Resources Managed</i>

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters.

WAUKESHA WATER UTILITY
TO: APPLICANTS FOR OPERATOR I

(April, 2022)

A job application for the Operator I is attached. The 2022 hourly pay range is \$26.63 (bottom) - \$31.33 (midpoint) - \$36.03 (top). Starting rate will depend upon qualifications and experience. After reading the job description, you are encouraged to use this sheet to briefly describe how your ability, education, and past experience will help you to successfully perform these duties. A resume may be used to supplement the information which you provide here, but will not be accepted as a substitute. Please use one sheet only.

Signature: _____

Date: _____



WAUKESHA WATER UTILITY

P.O. BOX 1648, Waukesha, WI 53187-1648 (mail)
115 Delafield Street, Waukesha, WI 53188-3615 (street)

Employment Application

We are an Equal Opportunity Employer

You must complete entire application and sign where indicated. You may type-in or print out and write in.

Date:

Applicant Information			
Name (first, middle, last)			
Address (street, city, state, zip code)			Mobile Telephone () -
Email Address:			Home Telephone
Are there other names under which you have worked or attended school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list for reference checking purposes. Nelson			
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide proof of work authorization.)			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.			
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain: 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment.)			
Do you have any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe the 1) nature of the charges, 2) date issued, and 3) county and state where issued.			
Have you ever applied at this company before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:		Have you ever worked at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when:	
Position Applying For	Part-Time or Full-Time Desired	Salary Preference	Shift Preference
When can you start?			
How were you referred to the company? <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> School <input type="checkbox"/> Other			
1. If relevant, please describe computer proficiency, software knowledge, and office equipment experience.			
2. If relevant, please describe experience using machines and equipment.			

Name of Employer:		Telephone () -	
Address:			
Job Title:		Employment Dates (month and year)	
Name of Immediate Supervisor:		From:	To:
Description of Duties:			
Salary (start):		Salary (end):	
		Reason for Leaving:	
Name of Employer:		Telephone () -	
Address:			
Job Title:		Employment Dates (month and year)	
Name of Immediate Supervisor:		From:	To:
Description of Duties:			
Salary (start):		Salary (end):	
		Reason for Leaving:	
Name of Employer:		Telephone () -	
Address:			
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Name of Immediate Supervisor:		From:	To:
Description of Duties:			
Salary (start):		Salary (end):	
		Reason for Leaving:	
Name of Employer:		Telephone () -	
Address:			
Job Title:		Employment Dates (month and year)	
Name of Immediate Supervisor:		From:	To:
Description of Duties:			
Salary (start):		Salary (end):	
		Reason for Leaving:	
Employment References			
List individuals familiar with your job qualifications (no relatives or personal friends).			
Name:		Telephone () -	
		Email Address:	
Relationship:		How long known?	
Name:		Telephone () -	
		Email Address:	
Relationship:		How long known?	
Name:		Telephone () -	
		Email Address:	
Relationship:		How long known?	

Please Read Carefully Before Signing This Form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Waukesha Water Utility to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information about my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)
4. Regardless of whether or not I become employed by the Utility, I recognize this application is not and should not be considered a contract of employment. I understand that employment at the Utility is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Utility's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signed by _____ Date _____

Thank you for your interest in the WAUKESHA WATER UTILITY!