

City of Bayfield

Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@cityofbayfield.com

City of Bayfield Employment Opportunity Water & Sewer Operator

Company: City of Bayfield	Contact: Tom Kovachevich, PWD or Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-5712
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Water & Sewer Operator	
Job Description: This position is responsible for the appropriate operation, at optimum cost, for the water distribution system and wastewater distribution facility. This includes maintaining appropriate certifications, submitting reports, taking water samples and monitoring instruments, controls and equipment. This is a working supervisory position with responsibility to direct others and complete all tasks in an acceptable manner to include performing all basic maintenance in water and sewer departments plus reading meters. The employee will also provide assistance to the public works department. All applications are due by 2.m. on August 11, 2017. Applicant may be subject to an oral interview and a background investigation.	
Salary: \$18.00-\$22.00 DOQ and one-year training period	
Position: 40 hrs. week/ weekdays, some weekends	
Application Deadline: 2 p.m. - August 11, 2017	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Waterworks / Wastewater License or Course Information	



Office of the Clerk and Mayor
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@cityofbayfield.com

CITY of BAYFIELD

Position Description

POSITION TITLE: Water and Sewer Operator

REPORTS TO: Director of Public Works

JOB SUMMARY:

This position is responsible for the efficient and economical operation-of the water distribution and wastewater transport systems including all basic maintenance in the water and sewer departments. This includes taking water samples and reading meters; monitoring instruments, controls and equipment; maintaining appropriate certification, and submitting reports. This is a working supervisory position with responsibility for directing others and completing all tasks in an acceptable manner. The employee will also provide assistance in general public works department activities as assigned.

ESSENTIAL DUTIES:

- Maintains equipment in optimum working condition at all times
- Procures water samples required by the WI DNR on a monthly basis, or as specified
- Monitors instruments and controls on all reservoirs, including making needed adjustments
- Maintains certification as water and sewer operator and lab technician as required by WI DNR
- Submits all required reports to the WI DNR, Public Service Commission and other entities
- Provides a positive, timely response to citizen concerns
- Actively participates in professional planning of any anticipated changes or modifications to facility maintenance and/or operations
- Takes appropriate meter readings
- Coordinates meter testing, hydrant flushing, thawing of mains and laterals and installing new services
- Maintains current, accurate inventory of all materials
- Conducts water system inspections and files all necessary reports
- Works with industrial and other wastewater contributors to ensure that incoming wastewater does not upset the treatment process
- Ensures that all required laboratory testing is completed properly in a timely manner
- Monitors instruments and adjusts controls to assure highest economical and environmental efficiency
- Ensures reuse or disposal of sludge in an environmental and socially acceptable manner
- Promotes a positive image and environmental consciousness of water delivery and treatment

- Maintains efficient sewage collection system by coordinating or cleaning clogged mains, frozen mains. Reports service work needed on manholes to the PWD.
- Supervises water and sewer billing
- Maintains records and files complaints
- Maintains record of water meter installation and pumping
- Flushes fire hydrants twice a year
- Maintains all fire hydrants through painting, greasing, oiling and flag placement
- Shovels snow and cuts grass around each hydrant
- Exercises all valves in water distribution system at least once every two years
- Tests water meters (75 per year)
- Submits monthly pumping report
- Checks Well #3 and #4 weekly for static level, pumping level and draw down
- Regulates (on and off) water services as needed
- Maintains records, prepares and helps auditor with PSC report
- Maintains all equipment at Well #3 and #4; oil, grease, paint and building maintenance
- Maintains all equipment at Sewage Pumping Station including, but not limited to, blowers, pumps, and communitor
- Submits all water and sewer reports when required including monthly discharge monitoring, sludge, soil and Compliance Maintenance Annual Report (C.M.A.R.)
- Reports needed repairs to water and sewer system to PWD

NON-ESSENTIAL DUTIES:

- Assists with street maintenance
- Performs maintenance at City Marina
- Assists with snow removal when necessary
- Performs other duties as specified by the Director of Public Works or Mayor

MATERIALS AND EQUIPMENT USED:

- Phone system, FAX machine, computer/printer, push lawn mower, pickup truck, meters and testing equipment, various hand tools, sewage pumps, blowers, chlorine equipment, communitor, clarifier, light trucks

MINIMUM QUALIFICATIONS REQUIRED:

- High School education or equivalent
- Satisfactory completion of appropriate written and practical exams
- Valid Waterworks license, Grade T, Grade 1-GD (must be certified within 2 years of employment with the possibility of extension to 3 years if satisfactory progress is being made)
- Grade 2 Wastewater License (must be certified within 2 years of employment with the possibility of extension to 3 years if satisfactory progress is being made)
- Water and training courses or seminars (minimum 18 hours every 3 years) to maintain a valid license
- Wastewater training courses or seminars (minimum 36 hours every 3 years) to maintain a valid license
- Residency within 15 miles of the jurisdictional boundaries of the City of Bayfield

OTHER QUALIFICATIONS:

- Previous Water System experience
- Proficiency in chemistry and biology

CITY of BAYFIELD

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City/State

Zip

Mailing Address:

Street

City/State

Zip

Contact Information:

(____) _____ (____) _____

Home Telephone

Mobile Telephone

Email

Are you 18 yrs of age or older? _____ Yes, _____ No

How did you learn about this job opportunity? _____

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____

Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Military			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERENCES:

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____