

**CITY OF THORP
POSITION DESCRIPTION**

Position: **Public Works & Utilities Staff—Primary Water Operator**

Reports To: Director of Public Works

Starting Wage: \$17.00-\$19.00 per hour (DOQ), plus benefits

Nature of Work:

Performs a variety of physically demanding tasks, often in adverse weather conditions. Must be able to work long hours as needed, lift 50 pounds regularly, have good balance and agility, climb ladders, and be able to enter confined spaces.

Core Job Duties/Responsibilities (include but are not limited to):

- Miscellaneous physical labor
- Property and facility maintenance
- Operation and maintenance of various equipment and vehicles
- Operation of heavy equipment
- Maintenance, inspection, and record-keeping of streets, storm sewers, sanitary sewers, and water distribution system
- Emergency response to situations affecting public infrastructure, health, and safety
- Perform rotating weekend on-call duties approximately every third weekend

Primary Water Operator Duties/Responsibilities (include but are not limited to):

- Monitoring and inspection of wells and associated record keeping
- Perform all DNR required water sampling and associated record keeping
- Testing and replacement of water meters and associated record keeping
- Valve and hydrant exercising and associated record keeping

Required Education/Certifications:

- Graduation from high school or GED equivalent required at appointment.
- CDL Permit required at appointment; regular Class B CDL within 6 months of appointment.
- DNR Certified Water System Operator certification within 12 months of appointment.
- DNR Certified Sewer Treatment Plant Operator certification within 18 months of appointment.
- Certified Pool Operator certification within 24 months of appointment.

Desirable Knowledge, Skills & Abilities, Education and Experience:

- Effective verbal and written communication skills
- Computer proficiency including email, spreadsheets, and word processing
- Ability to work both as a team and independently
- Personal initiative and motivation
- Ability to work with the public, accept public scrutiny and criticism