



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

Water/Sewer Operator Job Description CITY OF MINERAL POINT, WI

The City of Mineral Point is accepting applications for a full-time Water/Sewer Operator to join the City's exceptional Water and Sewer Utility Team. The Water/Sewer Operator is responsible for the general operation and maintenance of the City's Water & Sewer infrastructure and equipment.

The City welcomes entry-level candidates eager to learn, as well as experienced operators. The City offers a supportive work environment, robust benefits, career development support, and work/life balance. Pay is commensurate with experience.

Organizational Relationships:

- Position reports to: Water/Sewer Superintendent.
- Position directs: Does not supervise any employees.
- Position role: Communicate with fellow employees and the public.

Essential functions and responsibilities include:

- Strong mechanical aptitude and problem-solving skills.
- Troubleshoot, diagnose, and address problems.
- Work within the road right of way safely and efficiently.
- Physical ability to perform manual labor, lift heavy objects, and climb ladders.
- Routine maintenance of lift stations, pressure-reducing valves, remote valves, manual valves and hydrants.
- Use and maintenance of tools, power tools, and heavy equipment, including backhoe, generators, and vac truck.
- Daily readings, sampling, and testing.
- Knowledge of or ability to learn chemistry, biology, and math principles relevant to water/wastewater treatment.
- Detail-oriented for monitoring gauges and recording data.
- Computer skills for data entry and using control systems(SCADA).
- Work with customers and residents in a professional and polite manner.
- Assist other public works departments in the City, including Parks and Streets, as needed and in emergencies.

Requirements of the position include:

- High School Diploma or GED.
 - Ability to work in environments that will be physically demanding and involve exposure to noise, odors, hazardous chemicals, and extreme (heat and cold) weather conditions.
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- Ability to lift 75 lbs. using proper techniques.
- Ability to respond in person to emergency calls within 30 minutes, unless otherwise scheduled.
- Must have and maintain a satisfactory driving record.
- Weekend and holiday work on a rotating basis.
- Position is subject to drug and alcohol testing.

Certificates and Licenses Required:

- A valid Class B commercial driver's license (CDL) with tanker endorsement and/or demonstrate the ability to obtain one within one year of hire.
- A valid Wisconsin Wastewater Operator Certification with subgrades A2, B, C, D, P and SS and/or demonstrate the ability to obtain within one year of hire.
- A valid Wisconsin Water Operator Certification with subgrades in Groundwater and Distribution and/or demonstrate the ability to obtain within one year of hire.

Candidates must have earned a High School Diploma or GED; coursework in municipal or environmental engineering, and three years of related work experience or equivalent combination of education and experience that meet these minimum qualifications. Must be able to follow direction from the Utility Superintendent and be self-motivated to provide exceptional service to the residents of the City of Mineral Point. Candidate must be able follow strict safety procedures, use personal protective equipment, and respond to emergencies like equipment malfunctions, chemical leaks, water main breaks, or severe weather events that could impact service of either the water or sewer system. Basic mechanical aptitude with power tools, generators, backhoe, vac/jetter truck, dump trucks, skid steers, and other equipment is required. Operators monitor gauges, meters, control panels, and SCADA (Supervisory Control and Data Acquisition) systems to ensure all equipment is functioning correctly. Based on test results and monitoring data, operators add chemicals (like chlorine or aluminum sulfate) and adjust valves, pumps, and other controls to purify and clarify the water or process sewage appropriately. Operators will be involved in inspecting, cleaning, lubricating, and performing minor repairs on equipment such as pumps, valves, hydrants, and motors throughout the water and sewer system. The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in the job. Employee may perform other related duties as assigned. The applicant will be expected to work rotating weekends, and holidays and respond to emergencies within the City.

Starting wage is \$21.00 - \$24.00 per hour, DOQ, plus excellent fringe benefits.

Applications received on or before January 15 will receive the first review. Email your cover letter and resume to Christy Skelding, City Clerk-Treasurer at cityclerk@cityofmineralpointwi.gov.

Applications will be accepted until the position is filled.

THE CITY OF MINERAL POINT IS AN EQUAL-OPPORTUNITY EMPLOYER