

CITY OF RHINELANDER



Office of the City Administrator Daniel Guild

NOTICE OF JOB OPENING / POSITION VACANCY

Water Distribution System—Wastewater Collection Maintenance Operator

The City of Rhineland has a vacant position in our Water and Wastewater Department. The City is seeking self-motivated individuals who are eager to learn the skills necessary to perform the duties and responsibilities of the Water Distribution System – Wastewater Collection Maintenance Operator position effectively with provided training.

Purpose of the Position

This position is responsible for the installation, maintenance and repair of all assets associated with the pumping, treatment, distribution, and collection of water and wastewater. This position supports the utility in operating efficiently and effectively which maintaining a high level of customer service and staying compliant with our governing agencies (WDNR, EPA, WPSC).

Salary Information

\$19.68 - \$23.62 per hour starting hourly rate DOQ. The full salary range for this position is \$19.68 - \$27.55 per hour. This position is classified as Non-Exempt under the Fair Labor Standards Act (FLSA). The City is open to considering salary negotiations based on education, work experiences, and verified technical skills, and/or licensure.

To Apply

To apply for this position, please complete the following tasks and send your applications materials to City Administrator Daniel Guild, 135 S Stevens Street, Rhineland, WI 54501. It is the City's preference to receive applications electronically via email. Please email applications materials to cityadministrator@rhinelandcityhall.org

- Cover Letter explaining interest in working for the City of Rhineland
- Resume
- Employment Application
- List of References, and/or recommendation letters.
- Salary History
- FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Attached is a copy of the updated job description.

City of Rhinelander Position Description

Job Title:	Water/Wastewater Operator
Department:	Water & Wastewater
Immediate Supervisor:	Wastewater and/or Water Foreman
Work Hours:	40 hours+/-week
FLSA:	Hourly, Non-exempt
Bargaining Unit:	None

This description is not an announcement of a position opening. To view current openings please visit the City's website. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

GENERAL SUMMARY

Wastewater Operator positions perform the operation and maintenance of water and wastewater facilities to meet the objectives required with ongoing utility operations which comply with regulatory requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Performs in coordination with Water & Wastewater Foremen and other Operators, the operation and maintenance of wastewater treatment plant, wastewater lift stations, the drinking water supply wells, CT reservoir and water tower facilities, and water distribution system and sanitary/storm collection systems.
- Perform and record instrument readings and evaluates laboratory testing of water and wastewater analyses to determine the daily status and efficiency of plant operations.
- Collect samples to record and report results of various analyses and evaluation as required for ongoing process control and associated regulatory permit parameter compliance.
- Performs preventative equipment maintenance duties including lubrication and inspection of mechanical equipment; rebuilds and/or replaces pumps, motors and other equipment when needed; cleans pipes and equipment to maintain proper operating condition; performs custodial maintenance and repairs on buildings, structures and grounds.
- Perform solids dewatering and treatment to produce a Class A equivalent biosolid product ultimately used as a soil amendment.
- Follows established Wisconsin Department of Natural Resources (WDNR) and US Environmental Protection Agency (US EPA) standard practices and procedures to protect and enhance the desired operation of facilities.
- Maintains basic principles of safety and emergency procedures. The operator performs any other duties found necessary for the continued operation and maintenance of the City water

supply and distribution system, wastewater collection system, wastewater treatment plant and lift stations.

- Communicates effectively the testing results and any changes of operating or maintenance protocol with Water and Wastewater Foremen, other Operators and Laboratory Technician.
- Water and Wastewater Operators will be on-call and work rotating weekend shifts and holidays as per the work schedule.
- Properly locate, document and accurately record utility construction and other activities.
- Maintain utility buildings, structures and grounds.
- Perform other utility duties or maintenance as directed by the Water or Wastewater Foremen.
- Operate heavy equipment, such as tractors, backhoes, front-end loaders, trailer jetter, vac truck and other machinery in a safe and effective manner.
- Operate computer and office equipment as required to receive and document utility activities.
- Perform daily safety and maintenance checks; responsible for preventative maintenance duties including lubrication and inspection of mechanical equipment; cleaning and installation of underground piping, valves, manholes and equipment to maintain proper operating conditions.

KNOWLEDGE, SKILLS & ABILITIES

- Operators must have no physical limitations which would restrict the employee from lifting 70 lbs. or more on a regular basis or from using a respirator.
- Confined space training and basic trench related safety procedures.
- Pertinent federal, state and local codes, regulations and permits.
- Office procedures, methods and equipment including computers and applicable software applications, calculations and acceptable principles and practices of record keeping.
- Perform analyses of pH, residual chlorine and orthophosphate on drinking water.
- Performs sample collection, analysis and chemical preservation for untreated and treated wastewater including temperature, pH, biological oxygen demand (BOD), suspended, total and volatile solids, nitrogen, phosphorus and fecal coliform testing.
- Performs total and volatile solids process testing for mixed liquor (MLSS), return activated (RAS), waste activated (WAS), dewatered sludge and filtrate to optimize treatment plant process control.
- Prepares accurate written documentation and reporting of laboratory findings in accordance with permit requirements and certifies accuracy of results.
- Knowledge of the operation of backhoes, front-end loaders, vac truck, trailer jetter, dump trucks, thawing equipment, portable generators, and other routinely used utility equipment items.
- Knowledge of required equipment operational safety, and, experience in equipment cleaning and maintenance.
- Knowledge in the operation, construction, maintenance and troubleshooting of water distribution, sanitary sewer, and storm sewer collection systems.
- Knowledge of installing, testing, reading and repairing water meters.
- Knowledge of electrical and other equipment used for thawing frozen portions of the utility systems.

- Ability to work independently or as a member of a team successfully.
- Ability to read and write to record routine utility activities and records.
- Ability to work with the public and outside contractors in manner that represents City favorably.
- Ability to observe, adapt and react effectively in emergency situations during regular business hours, and after hours.

EDUCATION AND EXPERIENCE

- High school diploma, Associates degree or GED equivalency; with experiencing using computers including word processing and maintenance programs.
- Prior experience in utility operation, service and maintenance of mechanical equipment and industrial electrical circuits, or be able to demonstrate competence in this area;
- Must obtain a Wisconsin CDL, Class B and C with endorsement N within 6 months from the date of hire.
- Shall be a licensed wastewater operator or obtain WDNR general wastewater certification upon successful completion of the probationary period and complete thereafter subclasses and continuing education credits to maintain required operator certification.
- Shall be a licensed water operator or obtain WDNR water certification for groundwater and distribution (G & D) upon successful completion of the probationary period.

PHYSICAL AND ENVIRONMENTAL FACTORS

- Ability to drive, walk, push, pull, lift, grasp, talk, bend, squat, hear, see, climb & perform repetitive motions.
- Heavy work as defined is exerting more than 75 pounds of force occasionally and/or 70 pounds of force frequently and/or negligible amount of force constantly to move objects. Ability to work in an outside environment containing dust, sun, snow, rain and ice.
- Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, noise vibrations, wetness, machinery, electrical current, disease and/or dust may cause or causing discomfort and where there is a risk of injury.
- Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent in-town travel.

ACKNOWLEDGEMENT

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Supervisor: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

The City of Rhinelander is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The City retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment to be proper.

CITY OF RHINELANDER

Employment Application



APPLICANT INFORMATION

Last Name				First				M.I.	Date		
Street Address								Apartment/Unit #			
City				State				ZIP			
Phone				E-mail Address							
Date Available				Shift Available				Desired Salary			
Position you are applying for.						Status/Hours of Work (Check One)	Full-Time	Part-Time	Temporary		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain								

EDUCATION

High School				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you have GED equivalent?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
College				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other				Address							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						

LIST ALL LICENSES (CDL), REGISTRATIONS OR CERTIFICATES

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LIST ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS, WHICH YOU FEEL ARE RELEVANT TO THE JOB WHICH YOU ARE APPLYING FOR (Include volunteer and school related activities)

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Wisconsin Open Records Law: Under section 19.36(7) of Wisconsin Statutes, the names of the "final candidates" must be open to public inspection. That statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making that request in writing. If you do not want your name revealed prior to becoming a "final candidate" please sign here:

Signature	Date
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PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Complete entire application and submit to:
 City Administrator
 Rhinelander City Hall
 135 S. Stevens Street
 Rhinelander, WI 54501

FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize City of Rhinelander and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish City of Rhinelander or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date