



**TWO  
RIVERS**  
WISCONSIN

## Recruitment Announcement

### **WATER UTILITY DIRECTOR** **Two Rivers Water & Light**

Due to an upcoming retirement the City of Two Rivers is recruiting for a full-time Water Utility Director to join its management team.

This highly responsible administrative and supervisory position is responsible for the maintenance and repair of the ultra-filtration membrane plant and water distribution system, installation of meters, and care and operation of the treatment facilities. This position works with considerable independence in supervising a large group of semi-skilled and skilled workers under the general supervision of the City Manager.

The Water Utility Director performs a variety of skilled, technical, supervisory, and administrative work, directing the City's Water Utility. Work includes developing plans and budgets for construction, operation, repair, maintenance, and replacement activities at the ultra-filtration membrane plant and water distribution facilities. Oversees daily operation of those facilities, regulatory compliance, and reporting activities as required by regulatory agencies.

Candidates must be at least 18 years of age, have thorough knowledge of the principles and practices of Water Utility administration, ultra-filtration membrane plant operation and maintenance principles, practices, and techniques. The ideal candidate will possess a two-year degree or higher with advanced coursework in civil, environmental, and chemical engineering, or other disciplines relating to potable water treatment and distribution. A minimum of five (5) years of progressively responsible experience, including supervisory responsibilities relating to construction, repair, and maintenance of all types of water facilities. Knowledge of SCADA systems, possession of DNR Grade 1 Distribution, Groundwater, and Surface Water Operators Licenses, and a valid Wisconsin Driver's License are required.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health and life insurance. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Starting salary will be \$79,706 to \$92,394 dependent on qualifications. Full salary range is \$79,706 to \$103,979 based on the City's 2022 salary schedule.

A transition period will allow the successful candidate to train with the outgoing Water Utility Director.

Applications will be reviewed as they are received, and this position will remain open until filled. Interested candidates should send a detailed letter of interest, resume and completed employment application via email to [jjackson@two-rivers.org](mailto:jjackson@two-rivers.org) or by mail to:

City of Two Rivers  
Attn: Human Resources  
Post Office Box 87  
Two Rivers, WI 54241-0087



## Position Description

**POSITION TITLE:** Water Utility Director

**REPORTS TO:** City Manager

**EMPLOYMENT CLASSIFICATION:** Full-Time

**LATEST REVISION DATE:** 10/2021

**DEPARTMENT:** Water

**FLSA CATEGORY:** Exempt

**PAY TYPE:** Salaried, Pay Grade 29

### POSITION SUMMARY

This highly responsible administrative and supervisory position is responsible for the maintenance and repair of the ultra-filtration membrane plant and water distribution system, installation of meters, and care and operation of the treatment facilities. Works with considerable independence in supervising a large group of semi-skilled and skilled workers under the general supervision of the City Manager.

Performs a variety of skilled, technical, supervisory, and administrative work, directing the City's Water Utility. Work includes developing plans and budgets for construction, operation, repair, maintenance, and replacement activities at the ultra-filtration membrane plant, and water distribution facilities. Oversees daily operation of those facilities, regulatory compliance, and reporting activities as required by regulatory agencies.

### SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

### SUPERVISION EXERCISED

Direct reports include the Water Utility Superintendent, Water Utility Foreman, and multiple Water Utility Operators.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and assures the efficient operation of the ultra-filtration membrane plant and distribution system to meet Wisconsin Department of Natural Resources rules and regulations and other local, state, and Federal laws, rules, and regulations.
- Plans, schedules, and implements construction, maintenance, and operation



activities design to provide quality water supply to the City. Oversees construction and maintenance work to determine acceptability and conformance to standards.

- Plans, organizes, and directs the work of crews engaged in routine and emergency repairs to the municipal water facilities.
- Working with the Finance Director and City Manager, develops the Water Utility's annual budget and capital improvement program and monitors budget status throughout the year.
- Oversees the analysis of water samples to provide data for the efficient operation of the ultra-filtration membrane plant. Review test results, charts, and temperature readings, as well as other data from the membrane systems. Adjusts chemical input and reports data to appropriate officials.
- Trains, supervises, instructs, and disciplines employees performing the duties of maintenance, construction, and repair of the ultra-filtration membrane plant and distribution facilities. Establish and maintain standards and procedures for employees.
- Supervises the control and use of, and assumes responsibility for all material, supplies, and equipment used in the maintenance, construction, and repair of water and other city facilities.
- Inspects and supervises the repair of water quality equipment, pumping stations, meters, towers, and water filtration systems at frequent intervals to ensure that all aspects of the system are functioning properly.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, chemical consumption, and prepares periodic reports.
- Directs the repair, testing, installation, and record keeping of water meters.
- Prepares annual Consumer Confidence Report and other reports as required.
- Maintains records and reports as required by the Wisconsin Department of Natural Resources and other regulatory agencies.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials.
- Responds to complaints about the water system, either directly or by delegating to subordinate staff.
- Ensure the property maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress.
- Recruits, selects, and promotes employees, subject to approval by the City Manager.
- Evaluates staff on a regular basis, addresses employee training and development needs. Documents employee performance issues. Addresses employees discipline issues.

- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of water facilities to ensure that all equipment is in proper working order.
- Analyses annual operating costs and makes recommendations for department budgets.
- Makes decisions regarding purchases and requisitions all supplies, materials, and equipment needed for effective operations.
- Oversees the design and installation of new water system facilities.
- Takes a leadership role in short and long-term planning of capital improvement projects. Advises the City Manager and City Council of evolving technical, regulatory, and financial issues impacting the Water Utility.
- Enforces rules, regulations, policies, and procedures relating to the operation of the water treatment and distribution facilities.
- Serves as primary liaison between the City and existing or prospective water customers regarding water supply and quality issues. In this capacity, is a key member of the City's economic development team.
- Serves on various employee or other committees as assigned.
- Performs all other related duties as assigned by City Manager.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles and practices of Water Utility administration, ultra-filtration membrane plant operation and maintenance principles, practices, and techniques.
- Ability to plan, organize, and supervise the activities of a workforce engaged in public utility maintenance and repair.
- Ability to determine the quality of materials and work performed by inspections.
- Ability to maintain effective relationships with staff members, vendors, consultants, public officials, and the general public.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to work safely.
- Ability to understand and carry out written and verbal instructions.
- Physical agility sufficient to gain access for purposes of supervision to locations where facilities and equipment are installed, maintained, and constructed.

### **DESIRED EDUCATION, TRAINING, AND EXPERIENCE**

- Graduation from high school or GED equivalent required; 2-year associates degree or higher preferred.
- Advanced course work in civil, environmental, and chemical engineering, or other disciplines relating to potable water treatment and distribution.

- A minimum of five (5) years of progressively responsible experience, including supervisory responsibilities relating to construction, repair, and maintenance of all types of water facilities.
- Knowledge of PLC/SCADA programming and remote telemetry communications systems.
- Possess a Grade 1, Class G, S, and D Wisconsin Water Operator's License.
- Possess and maintain a valid Wisconsin Driver's license; must remain insurable under the City's liability insurance policy.
- Any equivalent combination of education and experience will be strongly considered.

### **TOOLS AND EQUIPMENT USED**

Tools and equipment used in this position includes, but is not limited to, detection devices, gas meters, mobile radio, phone, personal computer including word processing and other software, copy machines, and motorized vehicles and equipment.

### **PHYSICAL DEMANDS**

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 job functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand for long periods, walk, talk, and hear.

The employee is occasionally required to climb and balance on structures, walk over hilly terrain, sit, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds, often lift and/or move up to 60 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include being able to hear alarms, normal interpersonal conversations, radio, and telephone conversations.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

While performing the duties of this job, the employee regularly works in all types of indoor and outdoor environmental conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is often moderately loud and occasionally loud.

### **OTHER CONDITIONS**

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained throughout employment. Residency within the City limits is preferred.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is expected to be available for changing work schedules as necessary to attend evening meetings and assist with emergencies (i.e. storms, floods, etc.)

**CITY OF TWO RIVERS  
APPLICATION FOR EMPLOYMENT**

**To Applicants:** We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

**APPLICANT INFORMATION**

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Date of Application</b>
<b>Address</b>			<b>Telephone No. (Include Area Code)</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Cell Phone No. (Include Area Code)</b>
<b>Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, please state name and relationship (include in-laws):			
<b>Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, describe:  <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

**Please Provide your E-Mail Address:** \_\_\_\_\_

**INSTRUCTIONS:**

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

**APPLICANT NOTE:**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

**EEO STATEMENT**

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

## EMPLOYMENT INFORMATION

<b>Position Applied For:</b> Full-Time   Part-Time   Seasonal   (Circle One)	<b>Date you can start</b>	<b>Salary/Hourly Rate desired</b>
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before?   If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No   Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No   Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No   Can you perform the requirements of this job with or without reasonable accommodations?		

## EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances?    Yes    No. If yes, provide date, where arrested, and under what circumstances. \_\_\_\_\_

## EMPLOYMENT WORK HISTORY

**(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)**

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						



**REFERENCES**  
**(Do Not Include Relatives)**

Name & Occupation	Address/Phone	Years Known/Relationship

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name \_\_\_\_\_  
(PLEASE PRINT)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

## EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

**PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

### VOLUNTARY SURVEY

(Please print)

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

**Complete Only The Sections Below That Have Been Checked:**

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

#### FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open    \_\_\_ Yes    \_\_\_ No

Position(s) Considered For: \_\_\_\_\_

Other: \_\_\_\_\_