



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

Certified Water Operator

The Certified Water Operator performs skilled work in the maintenance and operation of the ultrafiltration membrane facility and related facilities, including the distribution system and its components, on an assigned shift. Work involves a variety of tasks utilizing skills acquired on the job and through special in-service training courses. The work is performed in accordance with established procedures but requires knowledge of operating, adjusting, repairing, and maintaining a variety of mechanical equipment, and installation, maintenance, and repair of distribution system components. Assignments arise in the form of oral instructions or written instructions.

Starting range for a candidate with both WDNR Grade 1 Subclass S (surface water) and Subclass D (distribution) certifications is \$30.33 - \$32.18 per hour depending on qualifications.

Candidates must be at least 18 years of age, and have a obtained both WDNR Grade 1 Subclass S (surface water) and Subclass D (distribution) certifications.

COMPENSATION & BENEFITS

SALARY RANGE: \$30.33 - \$32.18 per hour, for a candidate with required certifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.95% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, 2 floating holidays, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241

Applications should be submitted by Friday, January 24, 2025 to ensure consideration.



Position Description

POSITION TITLE: Certified Water Operator

REPORTS TO: Water Utility Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: 01/2022

DEPARTMENT: Water

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly

POSITION SUMMARY

This position performs skilled work in the maintenance and operation of the ultrafiltration membrane facility and related facilities, including the distribution system and its components, on an assigned shift. Work involves a variety of tasks utilizing skills acquired on the job and through special in-service training courses. The work is performed in accordance with established procedures but requires knowledge of operating, adjusting, repairing, and maintaining a variety of mechanical equipment, and installation, maintenance, and repair of distribution system components. Assignments arise in the form of oral instructions or written instructions.

SUPERVISION RECEIVED

Supervision is received through inspection of work in progress and observation of plant and distribution system operating conditions by the Water Supervisor and/or Water Utility Director.

SUPERVISION EXERCISED

This position is responsible for all maintenance for the ultrafiltration plant and distribution system components and upkeep of the surrounding grounds under the direction of the Water Supervisor and/or the Water Utility Director. The person in this position will receive assistance from other Water Operators, and they may at times, when directed by the Water Supervisor, work under his/her direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate ultrafiltration membrane plant according to established practices.



- Perform high PH and low PH offline cleanings.
- Perform routine lab work including but not limited to coliform, alkalinity, chlorine, fluoride, turbidity and pH.
- Perform all quality control testing necessary to maintain certified laboratory license.
- Keep neat and accurate records.
- Perform repair work on membrane systems and other plant equipment.
- Record weather data daily.
- Cut grass and trim weeds.
- Test water meters.
- Perform snow and/or ice removal.
- Perform building maintenance.
- Perform general cleaning including trash removal and washing floors.
- Perform stripping and waxing of floors.
- Wash windows.
- Perform plant painting.
- Calibrate and clean all instruments.
- Fill chemical feed tanks if necessary.
- Assist with maintenance projects.
- Assist with cleaning and inspection of shore well.
- Assist with cleaning and inspection of permeate tanks, CT basins, clear wells and high lift pump wells and reservoir.
- Work on an assigned basis in the Water Department.
- Check and respond to alarm systems.
- Repair, maintain and test distribution system equipment including mains, hydrants, valves, meters, curb boxes, storage, and treatment tanks.
- Maintains distribution system records and maps and keeps records of materials used and inventory of equipment and materials.
- Provide locate services for municipal utilities including water, sanitary and storm sewer.
- Excavates trenches and enters valve pits safely to install, maintain and repair water distribution facilities and appurtenances.
- Responds to emergency calls during utility failure.
- Standby duty required.
- Perform related work as required or needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the function and operating principles of the ultrafiltration membrane facility, chemical feed systems and pumping equipment.
- Adequate knowledge of chemical and physical water treatment processes.
- Ability to recognize potentially hazardous conditions and take necessary safety precautions.
- Ability to conduct and evaluate standardized laboratory tests including quality control.
- Ability and skill to keep and maintain neat and accurate operating records, and effectively operate a personal computer.
- Extensive knowledge of water distribution system and equipment.
- Adequate knowledge of operating principals of pressure pumps and related equipment used in water treatment and distribution.
- Ability to make inspections to determine operating condition and needed repairs of distribution and treatment equipment and to make repairs with minimal disruption of operating schedules.
- Skill in the installation, maintenance and repair of equipment used in water distribution and treatment systems.
- Physical strength and agility sufficient to enter valve pits and excavate trenches and perform a variety of tasks in the repair and maintenance of varied utility facilities and to perform arduous work for long hours, often under adverse weather conditions.
- Knowledge of how and when to use safety equipment and ability to maintain equipment so that it may be relied upon.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from high school or GED equivalent required; advanced course work related to the operation of a water system preferred.
- Possession of Wisconsin Department of Natural Resources Grade 1 Subclass S (Surface Water) Water Treatment Plant Operators Certificate.
- Possession of Wisconsin Department of Natural Resources Grade 1 Subclass D (Water Distribution System) Operators Certificate.
- Possess and maintain a valid Wisconsin Driver's license; must remain insurable under the City's liability insurance policy.
- Possession of "CDL" License and experience with heavy truck operation and excavation equipment (optional).
- Training and experience in the operation and maintenance of membrane systems and equipment, supplemented by or including course work in the operation and maintenance of mechanical, hydraulic, pneumatic and electrical equipment; skill in locating and adjusting defects in treatment plant equipment and skill in the use

and care of hand and machine tools employed in treatment plant work.

- Any equivalent combination of education and experience will be strongly considered.

TOOLS AND EQUIPMENT USED

Motor vehicles, generators, pumps, concrete saw, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, cell phone, telephone, calculator, personal computer and a large variety of lab equipment. Also includes using a lawn mower, weed trimmer, floor scrubber/buffer, painting equipment, water meter testing bench, and tools used in Water Department street maintenance.

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. The employee is required to walk, climb stairs, climb step ladders or balance on structures, talk and hear, smell, stoop, kneel, crouch, crawl, and enter confined spaces for inspections and/or maintenance of plant structures with a confined space permit.

The employee must frequently lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Specific hearing abilities required include being able to hear normal interpersonal conversations and hear radio, telephone, and cell phone 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 frequently works in all types of outside weather conditions. The employee frequently works near moving mechanical parts and is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration. The employee is frequently exposed to toxic or caustic chemicals.

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

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 assist with emergencies (i.e. storms, floods, etc.).



**TWO
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WISCONSIN

**APPLICATION FOR EMPLOYMENT
CITY OF TWO RIVERS**

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
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 the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION

High School				Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
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

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer					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"/>		

Employer					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"/>		

Employer					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"/>		

Employer					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"/>		

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 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 the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____