

JOB APPLICATION

VILLAGE OF MINONG
123 5TH AVE, Minong, Wisconsin 54859
715-466-2322

VILLAGE OF MINONG is an equal opportunity, at will, employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the Village Office 715-466-2322.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: Public Works Water/Wastewater Operator (full time)

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for VILLAGE OF MINONG before? Yes No

If yes, when?

Do you have any friends, relatives, or acquaintances working for VILLAGE OF MINONG? Yes No

If yes, state name & relationship:

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

Previous Employment

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

Employer Name:

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for leaving:

References

Please provide 3 professional references for this application.

Reference	Contact Information	Relationship to Applicant

The Information I have supplied on this application is true and correct to the best of my knowledge and ability.

Applicant Signature: _____ Dated: _____



EMPLOYER: VILLAGE OF MINONG

POSITION: WATER/WASTEWATER OPERATOR

The Village of Minong has an immediate opening for the full-time position of Water/Wastewater Operator.

The purpose of this position is to maintain and operate the water pumping, storage, and distribution systems, and the wastewater treatment facilities and sanitary sewer collection system for the Village of Minong. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications and required reporting, however, may differ in day-to-day duties and assignments.

The employee should have good communication skills and the ability to deal with the public; a valid Wisconsin commercial driver's license (CDL) B with air brakes in good standing is preferred. The Village of Minong offers a generous benefit package including health, dental, and eye insurance, retirement, life insurance, vacation, sick leave, and holiday pay. The hourly starting rate of pay is between \$25 to \$32, depending upon certifications, qualification and experience.

HOW TO APPLY: A complete job description and Village of Minong application forms are available online at <http://villageofminong.org/employment-opportunities/> or may be obtained at the Village of Minong Office at 123 5th Ave Minong, WI 54859.

Please submit a cover letter, resume, and Village of Minong job application to Janel Lee Clerk-Treasurer at the Village of Minong Office 123 5th Ave Minong, WI 54859 or via email at janel@villageofminongwi.gov. If you have questions about the position, you can contact the Clerk's Office at 715-466-2322.

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PUBLIC WORKS – WATER/WASTEWATER OPERATOR

Position Summary and Purpose

The purpose of this position is to maintain and operate the water pumping, storage, and distribution systems, and the wastewater treatment facilities and sanitary sewer collection system for the Village of Minong. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications and required reporting, however, may differ in day-to-day duties and assignments.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.

Essential Duties & Responsibilities

Operations Division

- Provide safe drinking water conditions to protect Village Utilities customers, via obtaining and testing routine water samples, monitoring and recording well pump operations and storage tank volumes, monitoring and testing water and wastewater quality conditions, and monitoring and recording data and operations on the water/wastewater system to the Department of Natural Resources (DNR).
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater system to the DNR.
- Repairs and maintains water distribution mains, pumps, valves, curb stops, services, and hydrants. Installs and maintains water service connections. Performs routine maintenance to other water system infrastructure and equipment. Exercises system valves and flushes hydrants.
- Repairs and maintains sanitary sewer collection mains and pumps. Performs routine maintenance to sanitary sewer collection system infrastructure and equipment. Jets, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains pumps, motors, valves, flow meters, and all other equipment at the wastewater treatment facility.
- Collects and prepares samples of drinking water and wastewater treatment, for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, ammonia, fecal coliform, chlorine residual, industrial effluents, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out

findings. Adjusts drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.

- Prepares, or assists with the preparation of monthly water pumpage and wastewater treatment reports and submits to the Wisconsin Department of Natural Resources (DNR).
- Maintains, calibrates, and repairs testing equipment. Maintains knowledge regarding testing requirements for wastewater treatment facilities. Cleans and maintains lab equipment. Prepares and sends EPA samples as directed.
- Records data and equipment readings, operate controls, evaluate system performance, and investigate trouble conditions.
- Responds to customer inquiries and complaints and performs corrective measures. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned system outages.
- Performs work tasks at active job sites to plan, direct, and oversee system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate safety compliance.
- Completes and maintains work orders, time sheets, inventory forms, and all other division paperwork, and maintains records and prepares reports as directed. Conducts system inspections and records findings.
- Maintains GIS software applications and databases, including service connection details, flushing and exercising maintenance records, equipment maintenance tasks, and other records as directed.
- The general work schedule is Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m. But there must be an ability to work a flexible schedule to accommodate planned activities outside of the typical work schedule, including but not limited to planned customer outages or system maintenance work, as well as planned seasonal schedule changes and tasks. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Village of Minong Utilities safety programs, guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some individual judgment, with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a variety of advisory data and information, such as work orders; utility maps and diagrams; construction specifications; blueprints; lab records and reports; facilities operation and maintenance manuals; technical operating manuals; Village and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Natural Resources rules and regulations; and safety rules and manuals.
- Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to requests.

- Ability to communicate effectively in writing and orally with customers, department and all levels of Village personnel, contractors, regulatory representatives, and the general public.

QUALIFICATIONS

- High School diploma or equivalent and one or more years water and/or wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Basic certification.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D.
- Ability to maintain the required continuing education credits for the above DNR operator certifications.
- Commercial driver's license (CDL) B with air brakes certification preferred.
- Skills in written and oral communication.
- Skills in the operation of computers and general office computer software (Microsoft Excel, Word, Outlook, etc.), fax, telephone, copier, and other office equipment may be required.
- Knowledge of office practices, including filing and record keeping.
- Knowledge and use of proper safety procedures in all environments and be willing to obtain First Aid training.
- Ability to schedule/coordinate with the Streets Director and organize work effectively and efficiently and the ability to work in a fast-paced environment where projects and priorities change often and quickly.
- Ability to commit to a teamwork environment and establish and maintain effective working relationships with employees, other departments, officials, and the public in person, by phone, and in writing.
- Ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Assist other departments as directed.
- Carry a cell phone to maintain availability during normally scheduled work hours.
- Keep the buildings and grounds in excellent condition and ensure a safe and secure work environment.
- When needed the Utilities Operator will need to coordinate work schedules, cross train and serve as a back-up for duties required of the General Public Works/Streets Department.
- Report any vehicle or equipment malfunctions for repair.
- Report any damage to Village facilities for repair.
- Maintain proper daily maintenance of equipment.
- Operate Village trucks, vehicles, and equipment on and off public roadways in a safe manner.
- Assist in the training of personnel as directed.
- Respond to weather emergencies including snow removal, ice removal, and tree debris removal. Clean streets with sweeper and jetter truck. Operate and maintain tools and equipment including chainsaws, generator, power tools, safety equipment, etc.

Physical Demands & Work Environment

Physical Demands

The physical demands 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 functions.

While performing the duties of this job, the employee is frequently required to exert physical effort to complete the assigned task. This may include, but is not limited to, some combination of stooping, kneeling, crouching, crawling, and lifting. The employee may be required to carry, push, and/or pull objects and materials weighing up to 50 pounds.

Work Environment

The work environment characteristics described herein 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.

1. This position is exposed to the following conditions: dirt, dust, heat, cold, noise, fumes, odors, wetness / humidity, vibrations, and varying temperatures.
2. This position occasionally encounters the following: electrical hazards, mechanical hazards, possible confined spaces, and heights above 10 ft.
3. This position encounters the following: chemical hazards and moving vehicles traffic.
4. Requires use of protective devices such as facemasks, hard hats, safety glasses, hearing protection, and gloves.

EMPLOYMENT BENEFITS

The Village of Minong offers a generous benefit package including health, dental, and eye insurance, retirement, life insurance, vacation, sick leave, and holiday pay. The hourly starting rate of pay is between \$25 to \$32, depending upon certifications, qualification and experience.

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