



JOB TITLE	Wastewater/Water Treatment Facility Operator - Lead
TYPE	Non-Represented
REPORTS TO	Water & Wastewater Treatment Facilities Superintendent & Treatment Facilities Foreman
DEPARTMENT	Water and Wastewater Treatment Facilities

General Responsibilities

The Wastewater/Water Treatment Facility Operator – Lead performs skilled technical work in the operation, maintenance, and monitoring of the wastewater and water treatment facilities, lift stations, and related systems. This position serves as the lead operator within the department, providing day-to-day coordination, technical guidance, and support to other operators to ensure consistent, safe, and compliant operations.

The Lead Operator works closely with the Facilities Foreman and Treatment Facilities Superintendent to coordinate daily assignments, assist with process adjustments, and uphold operational standards. This position is a working lead role and requires active participation in all aspects of treatment plant operation and maintenance.

Examples of Work

(Note: The following examples are illustrative only and are not intended to include all duties that may be assigned).

1. Operates and monitors wastewater and water treatment processes, including flow rates, chemical dosing, sampling, and process control adjustments.
2. Collects samples and performs laboratory tests for process control and regulatory reporting.
3. Records operational data and assists in maintaining compliance with all local, state, and federal regulations.
4. Provides technical guidance, training, and on-the-job support to other operators in daily activities.
5. Communicates daily operational priorities, issues, and equipment needs to the Facilities Foreman.
6. Ensures work is performed safely and in compliance with all safety policies and procedures.
7. Conducts regular inspections of pumps, motors, valves, tanks, filters, and related systems; performs or assists with maintenance and repairs.

Examples of Work – Continued

8. Coordinates with the Facilities Foreman to schedule maintenance activities, equipment repairs, and chemical deliveries.
9. Monitors and maintains plant equipment and systems through use of SCADA and computerized maintenance programs.
10. Responds to alarms, system failures, and emergency conditions to ensure continuity of operations.
11. Maintains plant cleanliness, organizes tools and equipment, and assists in facility upkeep.
12. Serves as acting Facilities Foreman in their absence, as assigned.
13. Performs other related duties as assigned.

Requirements of Work

1. Considerable knowledge of principles, methods, and equipment used in wastewater and water treatment plant operations.
2. Knowledge of operational control systems (including SCADA), process monitoring, and computerized reporting tools used in treatment facilities.
3. Understanding of laboratory testing procedures, sampling techniques, process control analysis, and QA/QC programs required by State and Federal agencies.
4. Familiarity with pumps, valves, motors, and other mechanical, electrical, and control equipment used in treatment facilities.
5. Knowledge of and ability to perform preventive maintenance and minor equipment repairs.
6. Knowledge of safety standards, confined space entry procedures, chemical handling, and lockout/tagout practices.
7. Skill in diagnosing operational or mechanical issues and implementing corrective measures to maintain compliance and plant efficiency.
8. Ability to read, record, and interpret meters, gauges, charts, and process control data accurately.
9. Ability to work independently and make sound operational decisions within established procedures.
10. Ability to train, guide, and coordinate the work of others in a cooperative and team-oriented manner.
11. Ability to communicate effectively and maintain positive working relationships with coworkers, supervisors, contractors, and the public.

Requirements of Work – Continued

12. Physical ability to perform manual labor and safely work in confined spaces and varying weather conditions.
13. Availability to work weekends, holidays, participate in on-call rotations, and respond to emergency situations as required.
14. Maintain a valid Wisconsin Driver's License and Commercial Driver's License (CDL).
15. Ability to relocate to within a thirty (30) minute commute of the City of Waupun within one (1) year of employment.

Education and Experience

A high school diploma or equivalent is required. An associate degree or technical training in wastewater/water technology, environmental science, or a related field from an accredited institution is preferred.

Candidates must have a minimum of four (4) years of hands-on experience as an operator in water and wastewater treatment facilities, including at least two (2) years of experience in an Advanced facility. Experience should encompass the daily operation, monitoring, and maintenance of treatment processes and related equipment.

Candidates must demonstrate the ability to lead peers through teamwork, communication, and example rather than through formal supervision.

Licensing Requirements

Possession of the following State of Wisconsin Water Operators License subgrades:

- D – Distribution
- G – Groundwater
- I – Iron Removal
- V - VOC

Possession of the following State of Wisconsin Wastewater Operators License Advanced subgrades:

- A1 – Suspended Growth Processes
- A2 – Attached Growth Processes
- A5 – Anaerobic Treatment of Liquid Waste
- B – Solids Separation
- C – Biological Solids/Sludge Handling, Processing, and Reuse
- D - Disinfection
- L – Laboratory
- N – Total Nitrogen
- P – Total Phosphorus
- SS – Sanitary Sewage Collection Systems

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 position. 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 regularly required to speak and hear. The employee frequently must stand, walk, use hands and fingers to handle or feel objects and controls, and reach with hands and arms. The employee is occasionally required to sit, climb or descend ladders, balance, stoop, kneel, crouch, crawl, and work in confined spaces.

The employee must occasionally lift and/or move objects up to 75 pounds. Specific vision abilities required for this position include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed both indoors and outdoors and may require exposure to varying environmental conditions, including temperature extremes, humidity, noise, odors, and adverse weather conditions.