



CITY of ALMA W I S C O N S I N

P.O. BOX 277, Alma, WI 54610
Phone: 608-685-3330 Fax: 608-685-4935
cityofalmawi.gov

The City of Alma is an equal opportunity employer.

POSITION TITLE: SEWER & WATER UTILITY OPERATOR
DEPARTMENT: SEWER AND WATER- STREET CREW
SUPERVISOR: CITY FOREMAN
POSITION TYPE: PERMANENT FULL-TIME
PAY RANGE: \$22.50-\$26.50 *COMMENSURATE WITH TRAINING AND EXPERIENCE*

OVERVIEW OF POSITION:

The City of Alma Wisconsin is seeking a dedicated, self-motivated individual to fill the role of Sewer & Water Utility Operator. This position performs technical, hands-on work in the daily operation, testing, maintenance, and repair of the municipality's public water supply, water distribution, and sanitary wastewater collection and treatment facilities. They will also support the City Forman in helping with other tasks as needed, such as snow removal. The position will consist of regular shift hours from 7:00am to 3:30pm Monday through Friday and must participate in rotating weekend, holiday and 24- hour emergency on-call schedule.

ESSENTIAL JOB FUNCTIONS:

- *Groundwater Treatment & Well Operations:* Monitor and manage the daily operation of municipal groundwater wells, wellhouses and reservoirs. Regulate chemical feed systems including chemical additions for iron/manganese removal, fluoridation, and disinfection
- *Mechanical Wastewater Plant Operation:* Run, adjust and maintain a mechanical wastewater treatment plant. Optimize biological and physical processes, including suspended growth systems (activated sludge), clarifiers, solids separation, nutrient removal (total phosphorus/ammonia), and effluent disinfection.

- *System Maintenance & Repairs:* Regularly inspect, clean, and repair water mains, sanitary sewer mains, lift stations, hydrants, street valves, and water meters. Perform preventative maintenance on pumps, blowers, electric motors, and grit removal equipment.
- *Testing & Laboratory Analysis:* Collect drinking water and wastewater samples; perform routine laboratory tests for parameters like pH, total suspended solids (TSS), biochemical oxygen demand (BOD5), dissolved oxygen, and chlorine residual.
- *Heavy Equipment Operation:* Safely operate utility trucks and winter snow-plowing equipment.
- *Utility Locating:* Respond to Digger's Hotline requests and accurately mark underground water and sewer infrastructure in the field.
- *Record Keeping & Compliance:* Maintain accurate physical and digital logs of equipment maintenance, chemical usage, laboratory test results, and daily flows for required state compliance reporting.
- *Cross-Departmental Support:* Assist the broader Public Works crew with community needs, including seasonal maintenance, property landscape repairs, lawn care, and municipal snow removal operations.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Must be able to lift, carry, push, or pull up to 50 pounds unassisted on a regular basis.
- Ability to bend, kneel, climb, crawl into tight mechanical spots and perform manual tasks inside certified confined spaces.
- Willingness to work outdoors under variable and extreme weather conditions common to Wisconsin including intense heat, heavy rain, freezing temperatures, and snowstorms.

ADDITIONAL REQUIREMENTS:

- *Education:* High school diploma or equivalent required; vocational or technical training in water/wastewater management or environmental sciences is highly preferred.
- *Commercial Driving:* Valid Wisconsin Class B Commercial Driver's License (CDL)
- *WDNR Water Certification:* Ability to obtain and maintain (WDNR Waterworks Operator Certification) subclasses specifically for Groundwater Supply & Distribution (Grade 1 or T), and applicable treatment subclasses (e.g. Iron Removal) within 12-24 months of employment.
- *WDNR Wastewater Certification:* Ability to obtain and maintain (Wisconsin General Wastewater Certification) basic subclasses for mechanical systems (e.g. Suspended Growth Processes, Solids Separation, Biological Solids/Sludges, Total Phosphorus, Disinfection and Laboratory) within 12 to 24 months of employment.

- *Safety Training:* Ability to complete Confined Space Entry, First Aid/CPR and Traffic Control training within the first year.

To Apply

Please submit a completed employment application, resume and copies of any active WDNR certifications to: Sharaya Reed, Alma City Clerk- Treasurer at cityalma277@gmail.com

Application forms can be found online at: cityofalmawi.gov