

POSITION VACANCY

Assistant Operator – Sauk-Prairie Sewerage Commission. Part-time position in the operation and maintenance of the treatment facilities. The position is scheduled on-call every other Friday evening, Saturday, and Sunday. Additional hours each month assisting the Chief Operator and covering in his absences. The position requires the ability to operate a variety of equipment, hand tools, and the ability to perform duties in confined spaces and in all types of inclement weather and environments. Training, protective equipment, and required safety training is provided. A valid Wisconsin Driver's License is required. Wage rate range of \$22.00 to \$24.00 per hour DOQ. Position description and application are available at www.prairiedusac.net/employment. Applications must be received no later than 4:30 p.m., July 1, 2024. Successful applicant subject to drug testing and a criminal background check. EOE

Sauk Prairie Sewerage Commission
Assistant Operator
Position Description
06/12/2024

I. General Description of Duties

The Assistant Operator is a part-time position and reports to the Chief Operator in the operation and maintenance of the treatment facilities. The Assistant Operator generally is scheduled on-call every other Friday evening, Saturday, and Sunday but will often work additional hours each month assisting the Chief Operator and covering his absences. The Assistant Operator position requires the ability to operate a variety of equipment, hand tools, and the ability to perform duties in confined spaces and in all types of inclement weather and environments. Training, protective equipment, and required safety training is provided.

II. Minimum Qualifications

1. Shall have a high school diploma or a GED equivalent.
2. Possess the ability to speak, read, write, comprehend, and communicate effectively.
3. Possess a Wisconsin Driver's License without restrictions.
4. Must reside within driving distance of the treatment facility to insure rapid response to emergency alerts during on-call weekends.
5. Possess the ability to perform the physical requirements of this position described below.

III. Physical Requirements

The Assistant Operator must be able to lift up to 50 lbs., operate vehicles, machinery, and power/hand tools. Applicant must be able to walk, stand, climb, carry, lift, grasp, and hold without assistance.

IV. Specific Duties

The Assistant Operator is provided specific work lists and schedules by the Chief Operator which may be either written or verbal for work and on-call periods. Such duties may include monitoring processes, wastewater sampling, testing, record readings, cleanup, and maintenance of the treatment facility and grounds. The Assistant Operator responds to emergencies during on-call weekends.

V. Additional Skills/Experience Desired

1. Basic computer skills to enter data and generate reports.
2. Proficiency in the operation and maintenance of wastewater samplers, flow meters, electric motors, aeration controls, mowers, tractors, hand tools, chainsaws, and other equipment used in the performance of Specific Duties.
3. Ability to communicate effectively with coworkers, elected/appointed officials, and the public.

WORK EXPERIENCE

Start with your present or last job. Include any job-related military experience and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, natural origin, disabilities or other protected status.

Employer:	Telephone No.:
Address:	Dates Employed (From /To):
Job Title:	Supervisor:
Hourly Rate/Salary:	Work Performed:
Reason For Leaving:	
Were you subject to the Federal Motor Carrier Regulations while employed by this employer? Yes ___ No ___	
Was the job you held for this employer designated as a safety-sensitive position that required you to undergo DOT-regulated drug & alcohol testing? Yes ___ No ___	

Employer:	Telephone No.:
Address:	Dates Employed (From /To):
Job Title:	Supervisor:
Hourly Rate/Salary:	Work Performed:
Reason For Leaving:	
Were you subject to the Federal Motor Carrier Regulations while employed by this employer? Yes ___ No ___	
Was the job you held for this employer designated as a safety-sensitive position that required you to undergo DOT-regulated drug & alcohol testing? Yes ___ No ___	

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Hourly Rate/Salary:	Work Performed:
Reason For Leaving:	
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Was the job you held for this employer designated as a safety-sensitive position that required you to undergo DOT-regulated drug & alcohol testing? Yes ___ No ___	

List any experience or training that would qualify you for a position with the Sauk-Prairie Sewerage Commission.

PROFESSIONAL REFERENCES *(Do not include friends or family members)*

Name	Telephone	Best Time To Call	Occupation
1.			
2.			
3.			

COURT RECORD

Have you ever been convicted of, or plead guilty or no contest to, ordinances (other than parking violations), a misdemeanor or a felony, or been convicted in a military court martial? Yes ___ No ___
If yes, give the date and explain.

(A conviction will not necessarily disqualify you from employment)

DRIVING RECORD

Complete this section only if the position you are applying for requires a driver's license or commercial driver's license (CDL).

Please describe all experience you have operating motor vehicles, indicating Class/Type of Equipment and Dates of Operation:

Has any license, permit or privilege to operate a motor vehicle held by you been denied, suspended or revoked? Yes ___ No ___ If "yes," please provide detail, including dates:

Please list all motor vehicle accidents in which you were involved during the past three (3) years (include dates, type of accident, number of fatalities/injuries):

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE RECEIVED THE POSITION DESCRIPTION OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? I have received and read the position description and understand the activities involved. Yes ___ No ___

I certify that the answers given herein are true and correct and authorize investigation of all statements contained in this application for employment. In the event of employment, I understand that false and misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all the rules and regulations of the Sauk-Prairie Sewerage Commission. I understand that the Sauk-Prairie Sewerage Commission is an "at will" employer and that I will be employed "at will" if I am hired.

Signature of Applicant

Date