

**Village of Cottage Grove  
Utility Operations Technician**



**GENERAL STATEMENT OF DUTIES**

Under the supervision of the Director of Public Works, the Utility Operations Technician performs semi-skilled utility location and right of way project inspection work, as well as additional duties related to water and sewer system inspection and maintenance. Primary responsibilities of the position are to serve as the primary utility locator for all Village-owned utility infrastructure and as right of way project coordinator and inspector.

The employee in this class must be able to operate vehicles, tools and equipment used in the maintenance and repair of Village grounds and facilities, water and sewer systems, streets and other construction-related activities. The employee in this class must be able to perform duties and tasks with minimum supervision, exercise independent discretion and good judgment, and communicate well with the public.

**DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Respond to all daily Digger's Hotline locate requests and mark all Village-owned utilities with a high degree of accuracy; including water mains and laterals, sanitary sewer mains and laterals, stormwater infrastructure and Village-owned street lighting.
- Operates specialized equipment and tools in location of underground utilities.
- Maintains and updates records and mapping of water, sanitary, stormwater and lighting utilizing Village GIS system; identify and report discrepancies to Director and GIS consulting engineer.
- Manage the Village's Right of Way Permit Program, which includes reviewing contractor plans, inspection of work completed, follow up on issues, and permit closeout.
- Conducts and attends field meetings with contractors or customers; and representatives from outside agencies and coordinates the location of utility lines.
- Install, repair, replace, troubleshoot, test water meters and all related AMI metering infrastructure.
- Operate water system valves and track maintenance requirements.
- Conduct water main flushing and hydrant maintenance activities.
- Conduct water system flow tests in coordination with contractors.
- Conduct and record sanitary manhole inspections.
- Utilize specialized flow monitoring equipment to conduct sanitary system flow studies.
- Often work independently and expected to efficiently work through daily requirements.
- Perform assignments in high traffic environments; requiring appropriate safety equipment and procedures.
- Establish and manage the Village's commercial grease trap inspection program.
- Perform required water testing; maintain chemical feed systems, maintenance and operation of valves, pumps, fire hydrants and curb stops.
- Safely and effectively operate vehicles, tools and equipment used in the maintenance and repair of Village, water, sewer, and storm sewer-related activities.
- Employee must be able to sweep, sand, salt, plow, haul and dispose of snow in appropriate manner from public parking lots, Village-owned sidewalks and walkways.
- Clean and repair sanitary sewers and storm sewers.
- Maintain lift station facilities, clean wet wells & safely handle chemical used in wet well treatment, assist in sewer cleaning operations as required.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, materials and techniques used in street maintenance, repair and construction.
- Knowledge of public water supply and distribution systems; maintenance, compliance and repair.
- Knowledge of public sanitary sewage collections systems; maintenance, compliance and repair.
- Knowledge of and the ability to use computers, tablets and other devices to perform job functions.
- Good oral and written communication skills.
- Strong internal and external customer service skills offering the ability to effectively communicate with a diverse group of customers and contractors.
- Ability to safely operate all manners of required light and heavy machinery in the exercise of duties; dump/plow trucks, skid steer, sewer jetter, vac truck, brush chipper, street sweeper, jack-hammer, small hand tools and others as required.
- Ability to work in adverse conditions and in emergency situations.
- Ability to work more than 40 hours per week.

## QUALIFICATIONS

1. Minimum of graduation from high school or equivalent.
2. Municipal Waterworks Operator Certification in Groundwater and Distribution or ability to attain within 12 months of employment.
3. Wisconsin Commercial Driver's License (CDL) Class B or ability to attain within 6 months of employment.
4. 2 or more years of experience in public utility or equivalent public sector experience desired; construction/heavy machinery operation experience also a plus.

## PHYSICAL REQUIREMENTS

This position requires the ability to engage in strenuous physical activity for several hours at a time. Employees in this position must be able to work outside in cold, hot or inclement weather. Must be able to move about freely at facilities and field work sites; bend or stoop, squat for a period of time, twist, push or pull, reach above shoulder level, and climb ladders. Must be able to finger, handle and feel objects, and visually inspect work for flaws at close range and long range. Must be able to lift/move fifty (50) pounds regularly and up to over one hundred (100) pounds occasionally.

## WORK ENVIRONMENT

The employee in this class will be required to work in a variety of environments, both inside and outdoors, including office, shop, lift stations, well pumping houses, inside the road right-of-way, private residences and businesses, construction and field job sites. Noise level varies depending on equipment and location.

## HOURS OF WORK

Regularly scheduled hours are from 7:00 a.m. to 3:00 p. m. Additional hours may be required with little or no notice. Different shifts may also be required as well as call-out and stand-by. Where applicable, overtime pay shall follow the policy of the Village of Cottage Grove.