



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a regular meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**
Date/Time: Monday, August 15, 2022 at 5:30 p.m.
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Optional Virtual Participation: [GoToMeeting ID 950-482-685](#)
Members: Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Alderperson Fred Hundt, Citizen Member John Kallas, Mayor Tim Swadley, Citizen Member Dustin Thoren (Vice-Chair), Alderperson Joyce Tikalsky

PRIOR TO THE MEETING:

OPTIONAL TOUR

1. Members of the Stoughton Utilities Committee and Stoughton Common Council are invited to attend an optional tour of the Stoughton Utilities Wastewater Treatment Facility, located at 700 Mandt Parkway. This tour will begin at 4:30 p.m. A possible quorum of the City of Stoughton Common Council, its Committees, Boards and Commissions may occur.

MEETING AGENDA:

CALL TO ORDER

PUBLIC COMMENTS

CONSENT AGENDA

(All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.)

- a. Draft Minutes of the July 18, 2022 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities Financial Summary
- d. Stoughton Utilities Statistical Report
- e. Communications

OLD BUSINESS

1. Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council
(Discussion)

NEW BUSINESS

2. Lease Inquiry Regarding the Placement of Communication Antennas on Stoughton Utilities Tower No. 2 Located at 1430 Furseth Road **(Action)**
3. ** Stoughton Utilities Strategic Alignment and Position Description Updates **(Action)**
4. Invitation to Attend the WPPI Energy Annual Meeting **(Discussion)**
5. Utilities Committee Future Agenda Item(s) **(Discussion)**

ADJOURNMENT

** *May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Notices Sent To:

Stoughton Utilities Committee Members
Stoughton Utilities Director Jill M. Weiss, P.E.
Stoughton Utilities Assistant Director Brian Hoops
Stoughton Utilities Finance Manager Shannon Statz

cc: Stoughton City Attorney Matthew Dregne
Stoughton Common Council Members
Stoughton City Clerk Candee Christen
Stoughton Leadership Team
Stoughton Utilities Water System Supervisor Kent Thompson
Stoughton Utilities Wastewater System Supervisor Brian Erickson
Unified Newspaper Group – Stoughton Courier Hub

REMOTE CONNECTION INSTRUCTIONS: Pursuant to City of Stoughton Common Council Rule 19, members of the committee and members of the public may attend this meeting either in person or by virtual means. If participating virtually, please join the meeting from your computer, tablet or smartphone using the following URL:

<https://meet.goto.com/950482685>

You can also dial in using your phone at (646) 749-3122 using access code: 950-482-685.

ATTENTION COMMITTEE MEMBERS: Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Jill Weiss at (608) 877-7423 via email at JWeiss@stoughtonutilities.com, or Brian Hoops at (608) 877-7412, or via email at BHoops@stoughtonutilities.com.

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals through appropriate aids and services. For information, or to request such assistance, please contact Stoughton Utilities prior to the start of the meeting at (608) 873-3379.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at stoughtonutilities.com/uc.



600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Brian G. Erickson
Stoughton Utilities Wastewater System Supervisor

Subject: Tour of the Stoughton Utilities Wastewater Treatment Facility

A tour of the Stoughton Utilities Wastewater Treatment Facility is scheduled to take place prior to the August 15, 2022 meeting of the Stoughton Utilities Committee. Members of the Stoughton Utilities Committee and Stoughton Common Council are invited to attend.

A possible quorum of the City of Stoughton Common Council, its Committees, Boards and Commissions may occur during the tour. The tour will be an informational presentation, and no business of the Utilities Committee or Common Council will be conducted.

The tour will begin at 4:30, and participants should meet and park at the Wastewater Treatment Facility, located at 800 Mandt Parkway.

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, July 18, 2022 – 5:30 p.m.

Stoughton, WI

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Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office
600 South Fourth Street, Stoughton, Wisconsin
Optional Virtual Participation: GoToMeeting ID 461-497-269

Members Present: Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Citizen Member John Kallas, Alderperson Joyce Tikalsky, Citizen Member Dustin Thoren

Excused: None

Absent: Alderperson Fred Hundt, Mayor Tim Swadley

Others Present: Jodi Dobson of Baker Tilly US, LLP, Stoughton Utilities Finance Manager Shannon Statz, Stoughton Utilities Director Jill Weiss

Call to Order: Chairperson Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:30 p.m. with a quorum present. Kallas was present in person, and Erdman, Hirsch, Tikalsky, and Thoren were present by webinar.

Public Comments: None.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items.

Motion by Kallas, the motion seconded by Hirsch, to approve the following consent agenda items as presented:

- a. Draft Minutes of the June 27, 2022 Regular Utilities Committee Meeting
- b. Stoughton Utilities Payments Due List Report
- c. Stoughton Utilities May Financial Summary
- d. Stoughton Utilities Statistical Report
- e. Stoughton Utilities Activities Report
- f. Communications

The motion carried unanimously 5 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were recently approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

1. Minutes of the May 16, 2022 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities April Financial Summary
4. Stoughton Utilities Statistical Report

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, July 18, 2022 – 5:30 p.m.

Stoughton, WI

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Business:

1. Stoughton Wastewater Utility 2022 Rate Adjustment
2. Wastewater 2021 Compliance Maintenance Annual Report (CMAR)

Discussion followed.

Stoughton Utilities 2021 Audit Reports and Management Letter: City of Stoughton staff introduced Ms. Jodi Dobson from Baker Tilly US, LLP, who presented the Stoughton Utilities 2021 Audit Reports and Management Letter. Discussion followed. Erdman explained to the committee that he would abstain from any discussion and vote.

Motion by Thoren, the motion seconded by Kallas, to acknowledge receipt of the Stoughton Utilities 2021 audit reports and management letter and recommend the Stoughton Common Council accept receipt of the audit reports and management letter, and adopt the accompanying resolution. The motion carried 4 to 0, with Erdman abstaining.

Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin: Stoughton Utilities and City of Stoughton staff presented and discussed the Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin: Stoughton Utilities and City of Stoughton staff presented and discussed the Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

Execution of the Wisconsin Department of Natural Resources (DNR) Financial Assistance Agreement: Stoughton Utilities staff presented and discussed the Financial Assistance Agreement (FAA) associated with the loan to be provided by State of Wisconsin Safe Drinking Water Loan Program (SDWLP) to fund the public costs associated with the 2021 lead service line replacement project. The SDWLP loan award has a tentative closing date of August 10, 2022. Discussion followed.

Motion by Kallas, the motion seconded by Hirsch, to approve the execution of the State of Wisconsin Safe Drinking Water Loan Program Financial Assistance Agreement between the State of Wisconsin Department of Natural Resources and Department of Administration and the City of Stoughton, and recommend execution of the agreement to the Stoughton Common Council. The motion carried unanimously 5 to 0.

Resolution Authorizing the Issuance and Sale of up to \$1,659,096 Waterworks System revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto: Stoughton Utilities staff presented and discussed the resolution associated with the loan to be provided by State of Wisconsin Safe Drinking Water Loan Program (SDWLP) to fund the public costs associated with the 2021 lead service line replacement project. Discussion followed.

Motion by Hirsch, the motion seconded by Thoren, to approve the Resolution Authorizing the Issuance and Sale of up to \$1,659,096 Waterworks System revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto, and recommend approval of the resolution to the Stoughton Common Council. The motion carried unanimously 5 to 0.

Wisconsin Department of Transportation State/Municipal Financial Agreement: Stoughton Utilities staff presented and discussed a proposed cost sharing agreement between the City of Stoughton and the Wisconsin

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, July 18, 2022 – 5:30 p.m.

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Department of Transportation related to a project to reconstruct US Highway 51 / West Main Street from Harrison Street to Roby Road. Staff explained that Stoughton Utilities will be replacing the water main and sanitary sewer, including completing the project design and engineering, and funding associated construction costs, mobilization, and project oversight. The proposed financial agreement defines the project scope and state vs. utility financial obligations. It was requested that the committee review the portion of the financial agreement relevant to the aspects of the agreement that would affect Stoughton Utilities financial obligations. Staff informed the committee that the costs provided were estimates, and actual costs will be determined once the project is bid. Discussion followed.

Motion by Hirsch, the motion seconded by Kallas, to approve the utility-related aspects of the financial agreement, and recommend acceptance of the agreement to the Stoughton Common Council. The motion carried unanimously 5 to 0.

Stoughton Utilities Round-Up Program: Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. A brief description and history of staff's efforts to recruit new organizations to apply for funding was provided to the committee. Staff informed the committee that customer participation in the option program had increased 5% in the first half of 2022. This is the first of two donations to be made using 2022 program funding, with an applicant pool of 12 local non-profit organizations. Discussion followed.

Motion by Thoren, the motion seconded by Kallas, to donate \$1,000 from the Stoughton Utilities Round-Up Program fund to the Stoughton Lions Club. The motion carried unanimously 5 to 0.

Utilities Committee Future Agenda Items: Stoughton Utilities staff informed the committee that upcoming meeting topics include the 2023 operating budget and five-year Capital Improvement Plan (CIP), interest from a cell tower company in placement of communications antennas on a water tower, and the strategic realignment plan.

Adjournment: Being no further business before the committee, motion by Hirsch, the motion seconded by Thoren, to adjourn the regular Stoughton Utilities Committee Meeting at 6:04 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted,

Brian R. Hoops
Stoughton Utilities Assistant Director

Date: Wednesday, August 03, 2022
 Time: 09:10AM
 User: SGUNSOLUS

Stoughton Utilities
Check Register Summary - Standard

Page: 1 of 5
 Report: 03699W.rpt
 Company: 7430

Period: - As of: 8/3/2022

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
Company: 7430					
002412	EP	7/11/2022	21,501.92	516 WELLS FARGO BANK	VO for check batch: 311091
002413	HC	7/11/2022	1,243,896.40	009 WPPI	WPPI-Renewable Energy/WPPI-Buy Back Solar Credit/WPPI-Excess Gen 8-8 Cr/WPPI-Large Power/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services
002414	HC	7/30/2022	39,518.00	025 Payroll Federal Taxes- Ach	Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach/Federal Taxes-July Ach
002415	HC	7/30/2022	20,241.55	020 Wells Fargo Bank-Ach	Client Analysis-July Ach/Client Analysis-July Ach/Client Analysis-July Ach/Client Analysis-July Ach
002416	HC	7/30/2022	7,959.54	008 Payroll State Taxes - Ach	State Taxes-July Ach/State Taxes-July Ach
002417	HC	7/30/2022	623.29	002 Employee Benefits Corp - Ach	EBC-July Ach/EBC-July Ach/EBC-July Ach/EBC-July Ach
002418	HC	7/30/2022	1,557.74	001 Delta Dental - Ach	Delta Dental - July Ach/Delta Dental - July Ach/Delta Dental - July Ach
002419	HC	7/30/2022	1,532.30	499 LV LABS WW, LLC	LV LABS - July Ach
002420	HC	7/30/2022	60,509.03	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev-July Ach/Dept of Rev-July Ach
002421	HC	7/30/2022	180.00	318 PITNEY-BOWES INC-PURCHASE POWER	Pitney Bowes-July Ach/Pitney Bowes-July Ach/Pitney Bowes-July Ach/Pitney Bowes-July Ach
002422	HC	7/30/2022	215.24	952 AT&T	AT&T - July Ach
002423	HC	7/30/2022	429.26	547 Spectrum-Ach	Spectrum-July Ach/Spectrum-July Ach/Spectrum-July Ach
002424	HC	7/30/2022	86.11	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach/Gordon Flesch-July Ach
002425	HC	7/30/2022	898.11	007 TDS Metrocom - Ach	TDS Metrocom - July Ach/TDS Metrocom - July Ach/TDS Metrocom - July Ach/TDS Metrocom - July Ach

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Period: - As of: 8/3/2022

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
002426	HC	7/30/2022	30.52	421 FIRST DATA CHARGES	First Data-July Ach/First Data-July Ach/First Data-July Ach/First Data-July Ach
002427	HC	7/30/2022	1,213.66	004 Us Cellular - Ach	Us Cellular-July Ach/Us Cellular-July Ach/Us Cellular-July Ach
002428	HC	7/30/2022	363.82	003 Alliant Energy - Ach	Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach/Alliant Energy - July Ach
028383	CK	7/12/2022	5,022.04	037 UNITED SYSTEMS & SOFTWARE, INC.	United Systems-Encoder Remote
028384	CK	7/12/2022	174.24	064 COUNTRY CLUB INV ANCHOR PORPERTY MGMT	Country Club-Customer Refund
028385	CK	7/12/2022	67,150.18	131 CITY OF STOUGHTON	City Stoton-June Aflac/City Stoton-July A Def Comp/City Stoton-May Legal Shield/City Stoton-June Health Ins/City Stoton-June Health Ins/City Stoton-June Health Ins/City Stoton-June Health Ins/City Stoton-June Delta Vision/City Stoton-June Life Ins/City Stoton-June Life Ins+
028386	CK	7/12/2022	3,059.34	207 SJE	SJE - Pump
028387	CK	7/12/2022	90.59	338 JANUS KONRAD	J Konrad-Customer Refund
028388	CK	7/12/2022	214.66	367 MEYER GROUP PAGE ST LLC	Meyer-Customer Refund
028389	CK	7/12/2022	11,642.25	381 DOCTOR ASPHALT LLC	Doctor0Asphalt services/Doctor0Asphalt services
028390	CK	7/12/2022	1,584.80	400 RESCO	Resco-Supplies
028391	CK	7/12/2022	918.26	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Sand-Stone/Rosenbaum-Sand-Stone
028392	CK	7/12/2022	3,285.18	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel/Insight-Fuel
028393	CK	7/12/2022	1,781.75	487 MARTELLE WATER TREATMENT	Martelle-Bulk Supplies/Martelle- Bulk Supplies
028394	CK	7/12/2022	40.90	703 CATHERINE BORCHARDT	C Borchardt-Customer Refund
028395	CK	7/12/2022	106.39	739 ANDREW KREIGH	A Kreigh-Customer Refund
028396	CK	7/12/2022	641.25	985 TRISHA CLARK	T Clark-Customer Refund

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Period: - As of: 8/3/2022

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
028397	CK	7/21/2022	43.81	073 SHARON STENULSON	S Stenulson-Customer Refund
028398	CK	7/21/2022	3,300.00	084 HARVEST FARMS, LLC	Harvest Farms-Embedded Cr
028399	CK	7/21/2022	82,689.24	131 CITY OF STOUGHTON	City Stoton-July Retirement/City Stoton-July B Def Comp/City Stoton-Stormwater/City Stoton-July Retirement/City Stoton-July Retirement
028400	CK	7/21/2022	153.70	146 STOUGHTON ELECTRIC UTIL.	Stoton Elec-Bulk Water/Stoton Elec-Bulk Water
028401	CK	7/21/2022	7,804.92	184 LAKESIDE INTERNATIONAL TRUCKS	Lakeside-Repairs
028402	CK	7/21/2022	4,780.00	213 BRUCE FENCE CO., LLC	Bruce Fencing-Repairs/Bruce Fencing-Repairs/Bruce Fencing-Repairs
028403	CK	7/21/2022	311.00	402 UNEMPLOYMENT INSURANCE	Unemp-Unemployment/Unemp-Unemployment/Unemp-Unemployment
028404	CK	7/21/2022	297.93	522 KARRIE LYNCH	K Lynch-Customer Refund/K Lynch-Customer Refund/K Lynch-Customer Refund
028405	CK	7/21/2022	244.31	613 KEGONSA PLAZA	Kegonsa Plaza-Customer Refund
028406	CK	7/21/2022	1,399.98	623 BEC ENTERPRISES, LLC	BEC Ent-Repairs
028407	CK	7/21/2022	2,600.00	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilly-Audit/Baker Tilly-Audit/Baker Tilly-Audit
028408	CK	7/21/2022	85.00	738 STOUGHTON APPLIANCE REPAIR, LLC	Stoton App-Repairs
028409	CK	7/21/2022	233.16	770 PAYEE UNIT DCHS C/O SHERRY JOHNSON	Payee Unit-Customer Refund/Payee Unit-Customer Refund
028410	CK	7/21/2022	2,250.82	781 DUNKIRK WATER POWER CO LLC	Dunkirk-Customer Refund
028411	CK	7/21/2022	33.26	863 FIRED UP NUTRITION EILEEN STEVENS	Fired Up-Customer Refund
028412	CK	7/21/2022	682.14	887 NWTC BOOKSTORE	NWTC BKStore-818001-1/NWTC BKStore-81000-1/NWTC BKStore-81000-1/NWTC BKStore-818001-1
028413	CK	7/21/2022	32,796.48	906 ALLIANT ENERGY	Alliant-Asset Sale
028414	CK	7/21/2022	3,350.00	959 G. FOX & SON, INC.	G Fox-Repairs

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Period: - As of: 8/3/2022

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
028415	CK	7/21/2022	212.25	988 NORTHEAST WI TECHNICAL COLLEGE	NWTC-Emp Schooling
028416	CK	7/26/2022	8,104.85	362 UTILITY SERVICE CO., INC	Utility Svc-Twr 3 Qtr
028417	CK	7/26/2022	100.35	397 WI. DEPT. OF REV.-COMPLIANCE BUREAU	Dept of Rev-Summers Refund
028418	CK	7/26/2022	1,326.25	400 RESCO	Resco-Supplies/Resco-Inventory
028419	CK	7/26/2022	612.50	814 EHLERS	Ehlers-WW Rate Study
102147	CK	7/12/2022	6,524.15	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
102148	CK	7/12/2022	214.53	327 BORDER STATES ELECTRIC SUPPLY	Border States-Supplies
102149	CK	7/12/2022	18,368.35	727 GLS UTILITY LLC	GLS Utility-June Locates/GLS Utility-June Locates/GLS Utility-June Locates
102150	CK	7/12/2022	50.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bank-July A Def Comp
102151	CK	7/12/2022	2,268.01	852 INFOSEND, INC	Infosend-Pring & Mailing/Infosend-Pring & Mailing/Infosend-Pring & Mailing/Infosend-Pring & Mailing
102152	CK	7/21/2022	980.73	269 UTILITY SALES AND SERVICE	Utility Sales-Repairs
102153	CK	7/21/2022	4,109.11	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
102154	CK	7/21/2022	484.14	327 BORDER STATES ELECTRIC SUPPLY	Border States-Supplies
102155	CK	7/21/2022	6,229.47	448 STRAND ASSOCIATES INC.	Strand-Gen Eng/Strand-projects/Strand-General Eng/Strand-Academy St/Strand-Academy St/Strand-Academy St/Strand-Academy St/Strand-General Eng/Strand-projects/Strand-projects
102156	CK	7/21/2022	2,110.00	519 B & H LAWN CARE	B & H - Van Buren Mowing/B & H - Taylor Ln Mowing/B & H - West Sub Mowing/B & H - WW Mowing/B & H - Wa Twr Mowing/B & H - Academy Mowing/B & H - South St Mowing/B & H - Admin Mowing/B & H -Sub Station B Mowing/B & H - S Sub Station Mowing/More...

Date: Wednesday, August 03, 2022
Time: 09:10AM
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Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
102157	CK	7/21/2022	50.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-July B Def Comp
102158	CK	7/27/2022	150.00	051 CAMREN CONKLIN	C Conklin-Reimb
102159	CK	7/27/2022	55.08	181 BRIAN HOOPS	B Hoops-Reimb
102160	CK	7/27/2022	696.20	327 BORDER STATES ELECTRIC SUPPLY	Border States-Inventory
102161	CK	7/27/2022	5,710.60	603 SEERA-WIPFLI LLP	SEERA-CTC Funds
102162	CK	7/27/2022	60,867.70	787 MILLENNIUM	Millennium-Inventory/Millennium-Inventory
102163	CK	7/27/2022	3,489.81	852 INFOSEND, INC	Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing
Company Total			1,762,238.15		

Date: Monday, July 11, 2022

Time: 01:45PM

User: SGUNSOLUS

Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000144'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
Import ID: 009010		Import # : 0000000144							
7430	921	000000	096	ADOBE INC	83.55	SaaS - Adobe Cloud for Teams Apps	06/07/2022	5250	-
7450	921	000000	096	ADOBE INC	30.38	SaaS - Adobe Cloud for Teams Apps	06/07/2022	5250	-
7460	851	000000	096	ADOBE INC	37.99	SaaS - Adobe Cloud for Teams Apps	06/07/2022	5250	-
7430	932	000000	422	AMAZON.COM FX5546EH3 AMZN	131.42	PAPER TOWERLS	06/27/2022	4100	-
7430	925	000000	422	AMAZON.COM FX5546EH3 AMZN	91.00	SAFETY GLASSES	06/27/2022	4100	-
7460	833	000000	422	AMZN MKTP US 1X7RW1X12 AM	57.05	VALVES-WASH PRESS SCREENING	06/02/2022	8200	-
7460	834	000000	422	AMZN MKTP US 860WG4MR3	117.60	PAPER TOWELS	06/03/2022	8200	-
7430	925	000000	422	AMZN MKTP US GB63X7MQ3	99.95	SAFETY GLASSES	06/30/2022	4100	-
7430	921	000000	422	AMZN MKTP US QG8BS25Q3	17.02	Kitchen and janitorial supplies	06/09/2022	3680	-
7450	921	000000	422	AMZN MKTP US QG8BS25Q3	6.19	Kitchen and janitorial supplies	06/09/2022	3680	-
7460	851	000000	422	AMZN MKTP US QG8BS25Q3	7.75	Kitchen and janitorial supplies	06/09/2022	3680	-
7430	593	000000	422	AMZN MKTP US XW4VV4O93	56.98	IPAD HOLDER-TRUCKS	06/13/2022	6820	-
7460	834	000000	108	ASLESONS TRUE VALUE HARDW	12.95	HVAC REPAIR-SCREENING ROOM	06/24/2022	8200	-
7460	833	000000	108	ASLESONS TRUE VALUE HARDW	4.08	ASLESONS TRUE VALUE HARDW	06/13/2022	8200	-
7430	932	000000	108	ASLESONS TRUE VALUE HARDW	7.63	ANT SPRAY/BRUSH-OFFICE	06/13/2022	7400	-
7450	932	000000	108	ASLESONS TRUE VALUE HARDW	2.77	ANT SPRAY/BRUSH-OFFICE	06/13/2022	7400	-
7430	932	000000	108	ASLESONS TRUE VALUE HARDW	3.48	ANT SPRAY/BRUSH-OFFICE	06/13/2022	7400	-
7460	833	000000	108	ASLESONS TRUE VALUE HARDW	10.99	MISC SUPPLIES	06/21/2022	8700	-
7460	833	000000	108	ASLESONS TRUE VALUE HARDW	11.26	LAB SUPPLIES	06/09/2022	8710	-
7460	833	000000	108	ASLESONS TRUE VALUE HARDW	9.99	VALVES-WASH PRESS	06/15/2022	8710	-
7450	930	000000	105	AWWA.ORG	406.00	Organization Dues - AWWA Membership - Annual	06/08/2022	5250	-
7460	833	000000	390	BADGER WATER	17.90	LAB WATER	06/03/2022	8710	-
7430	933	000000	894	BP#1926526PLANEVIEW TRAV	74.74	FUEL-SCHOOL-JEFFERSON	06/06/2022	6840	-
7430	926	000000	894	BUFFALO WILD WINGS 0082	37.73	MEALS-SCHOOL-JEFFERSON	06/03/2022	6840	-
7430	921	000000	177	CLOUDFLARE	13.75	Server DNS Failover - Subscription and Origins - Monthly	06/02/2022	5250	-
7450	921	000000	177	CLOUDFLARE	5.00	Server DNS Failover - Subscription and Origins - Monthly	06/02/2022	5250	-
7460	851	000000	177	CLOUDFLARE	6.25	Server DNS Failover - Subscription and Origins - Monthly	06/02/2022	5250	-
7450	232	001099	816	CORE & MAIN - WI007	400.00	WATER INVENTORY	06/15/2022	4100	-
7430	586	000000	134	CRESCENT ELECTRIC 130	521.47	OIL-TIGHT HOLE SEAL	06/14/2022	4100	-
7430	586	000000	134	CRESCENT ELECTRIC 130	1,098.84	OIL-TIGHT HOLE SEAL	06/15/2022	4100	-
7430	903	000000	922	DOT E PAY WIN ACC	6.00	Sheriff Accident Report - Car vs. Pole	06/23/2022	3550	-
7460	833	000000	795	EMS INDUSTRIAL, INC.	277.06	EXHAUST FAN-DAFT BUILDING	06/03/2022	8200	-
7460	833	000000	939	ENERGY PIPE & SUPPLY, LLC	106.64	ENERGY PIPE & SUPPLY, LLC	06/15/2022	8200	-
7430	934	000000	369	EQUIPMENT DEPOT MILWAUKE	69.00	MAY 22 PUMP MAINTENANCE	06/16/2022	4100	-
7460	833	000000	148	FASTENAL COMPANY 01WISTG	-155.95	FASTENAL COMPANY 01WISTG	06/02/2022	8710	-
7460	833	000000	148	FASTENAL COMPANY 01WISTG	155.95	FASTENAL COMPANY 01WISTG	06/01/2022	8710	-
7450	673	000000	550	FIRST SUPPLY MADISON	-53.68	RETURN CURB BOX REPAIR	06/01/2022	4100	-
7460	834	000000	236	GRAINGER	-89.97	MISC SUPPLIES	06/28/2022	8200	-
7460	834	000000	236	GRAINGER	89.97	MISC SUPPLIES	06/13/2022	8200	-
7430	925	000000	398	HOFFMAN BOOTS WEBSITE	396.92	BOOTS-NAWROCKI	06/07/2022	6850	-
7430	926	000000	894	HOME2 SUITES GREEN BAY	460.85	LODGING-SCHOOL-JEFFERSON	06/06/2022	6840	-
7430	926	000000	894	HYATT REGENCY GREEN BAY	512.91	LODGING-SCHOOL-JEFFERSON	06/27/2022	6840	-

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	594	000000	994	J HARLEN CO INC	191.39	J HARLEN CO INC	06/01/2022	6830	-
7460	833	000000	994	KWIK TRIP 73900007393	7.47	ICE-SHIP SAMPLES	06/09/2022	5275	-
7430	921	000000	836	MICROSOFT MSBILL.INFO	22.36	STaaS - Azure - Cold Backup Storage	06/20/2022	5250	-
7450	921	000000	836	MICROSOFT MSBILL.INFO	8.13	STaaS - Azure - Cold Backup Storage	06/20/2022	5250	-
7460	851	000000	836	MICROSOFT MSBILL.INFO	10.18	STaaS - Azure - Cold Backup Storage	06/20/2022	5250	-
7430	932	000000	331	MONONA PLUMBING AND FIRE	233.75	ANNUAL FIRE SPRINKLER INSPECT	06/16/2022	4100	-
7450	932	000000	331	MONONA PLUMBING AND FIRE	85.00	ANNUAL FIRE SPRINKLER INSPECT	06/16/2022	4100	-
7460	834	000000	331	MONONA PLUMBING AND FIRE	106.25	ANNUAL FIRE SPRINKLER INSPECT	06/16/2022	4100	-
7430	921	000000	836	MSFT E0400ISMYX	33.00	SaaS - o365 - Visio Desktop Tier 2	06/03/2022	5250	-
7450	921	000000	836	MSFT E0400ISMYX	12.00	SaaS - o365 - Visio Desktop Tier 2	06/03/2022	5250	-
7460	851	000000	836	MSFT E0400ISMYX	15.00	SaaS - o365 - Visio Desktop Tier 2	06/03/2022	5250	-
7430	921	000000	836	MSFT E0400ISQUX	33.00	SaaS - o365 - Project Desktop Tier 3	06/03/2022	5250	-
7450	921	000000	836	MSFT E0400ISQUX	12.00	SaaS - o365 - Project Desktop Tier 3	06/03/2022	5250	-
7460	851	000000	836	MSFT E0400ISQUX	15.00	SaaS - o365 - Project Desktop Tier 3	06/03/2022	5250	-
7430	921	000000	836	MSFT E0400IT0TR	18.15	SaaS - o365 - Microsoft 365 Apps for Business	06/03/2022	5250	-
7450	921	000000	836	MSFT E0400IT0TR	6.60	SaaS - o365 - Microsoft 365 Apps for Business	06/03/2022	5250	-
7460	851	000000	836	MSFT E0400IT0TR	8.25	SaaS - o365 - Microsoft 365 Apps for Business	06/03/2022	5250	-
7430	921	000000	836	MSFT E0400IT8T1	11.00	SaaS - o365 - Project Online Tier 1	06/06/2022	5250	-
7450	921	000000	836	MSFT E0400IT8T1	4.00	SaaS - o365 - Project Online Tier 1	06/06/2022	5250	-
7460	851	000000	836	MSFT E0400IT8T1	5.00	SaaS - o365 - Project Online Tier 1	06/06/2022	5250	-
7460	833	000000	830	NCL OF WISCONSIN INC	272.03	LAB SUPPLIES	06/13/2022	8710	-
7460	833	000000	830	NCL OF WISCONSIN INC	64.53	LAB SUPPLIES	06/29/2022	8710	-
7460	833	000000	830	NCL OF WISCONSIN INC	235.43	LAB SUPPLIES	06/29/2022	8710	-
7460	833	000000	974	NORTHERN LAKE SERVICE- IN	345.28	SLUDGE SAMPLING	06/01/2022	8710	-
7430	933	000000	140	O'REILLY AUTO PARTS 5036	59.06	BLUE DEF	06/20/2022	6850	-
7430	903	000000	419	PAYFLOW/PAYPAL	101.18	Credit card processing - Desktop and Recurring	06/03/2022	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	14.45	Credit card processing - Desktop and Recurring	06/03/2022	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	21.68	Credit card processing - Desktop and Recurring	06/03/2022	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	7.24	Credit card processing - Desktop and Recurring	06/03/2022	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	99.01	Credit card processing - MyAccount Online	06/03/2022	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	14.14	Credit card processing - MyAccount Online	06/03/2022	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	21.21	Credit card processing - MyAccount Online	06/03/2022	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	7.09	Credit card processing - MyAccount Online	06/03/2022	5250	-
7430	926	000000	262	PICK N SAVE #390	15.80	GATERADE-HEAT ADVISORY	06/17/2022	6930	-
7430	926	000000	894	PICK'N SAVE #107	9.58	MEALS-SCHOOL-JEFFERSON	06/03/2022	6840	-
7430	593	000000	994	PIRTEK MADISON	87.19	HOSES	06/17/2022	6840	-
7430	921	000000	994	QUICKIDCARD.COM	21.95	Employee ID Card Replacement - ARuder	06/03/2022	5250	-
7460	854	000000	578	SHOE BOX	240.00	BOOTS-ZWEEP	06/20/2022	8710	-
7430	921	000000	352	STAPLS7359610787000001	61.03	General office supplies	06/27/2022	3680	-
7450	921	000000	352	STAPLS7359610787000001	21.97	General office supplies	06/27/2022	3680	-
7460	851	000000	352	STAPLS7359610787000001	29.29	General office supplies	06/27/2022	3680	-
7430	233	001099	352	STAPLS7359610787000001	9.77	General office supplies	06/27/2022	3680	-
7430	593	000000	436	STOUGHTON LUMBER CO	226.81	IMPACT DRIVER KIT	06/10/2022	6840	-
7430	593	000000	436	STOUGHTON LUMBER CO	105.48	TOOLS-TRUCK 16	06/10/2022	6820	-

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	232	001099	355	STUART C IRBY	6,440.00	ELECTRIC INVENTORY	06/23/2022	4100	-
7430	232	001099	355	STUART C IRBY	5,211.00	ELECTRIC INVENTORY	06/15/2022	4100	-
7430	926	000000	894	SUBWAY 17269	61.90	MEALS-TRAINING	06/29/2022	6820	-
7430	926	000000	894	TARGET 00012476	42.19	BACKPACK-SCHOOL-JEFFERSON	06/03/2022	6840	-
7430	934	000000	994	TRACTOR SUPPLY #2236	29.18	PROPANE-FORKLIFT	06/22/2022	5275	-
7430	926	000000	894	TST ANDUZZI'S SPORTS CLU	25.58	MEAL-SCHOOL-JEFFERSON	06/02/2022	6840	-
7430	926	000000	894	TST STADIUM VIEW	20.76	MEAL-SCHOOL-JEFFERSON	06/01/2022	6840	-
7430	926	000000	894	TST THE NIGHT OWL FOOD &	23.14	School-Meal	06/30/2022	6830	-
7450	642	000000	824	UPS 1Z17Y6230391172694	11.95	Shipping of water samples to lab	06/16/2022	3680	-
7450	642	000000	824	UPS 1Z17Y6230391624071	11.93	Shipping of water samples to lab	06/09/2022	3680	-
7450	642	000000	824	UPS 1Z17Y6230393227489	11.95	Shipping of water samples to lab	06/16/2022	3680	-
7450	642	000000	824	UPS 1Z17Y6230393518469	11.93	Shipping of water samples to lab	06/09/2022	3680	-
7450	642	000000	824	UPS 1Z17Y6230396928878	11.95	Shipping of water samples to lab	06/23/2022	3680	-
7450	642	000000	824	UPS 1Z17Y6230397016682	11.95	Shipping of water samples to lab	06/23/2022	3680	-
7450	673	000000	571	USA BLUE BOOK	159.27	USA BLUE BOOK	06/28/2022	8400	-
7450	652	000000	571	USA BLUE BOOK	721.05	CHEMICAL SUPPLY PARTS	06/23/2022	8700	-
7450	677	000000	571	USA BLUE BOOK	78.95	OIL FOR HYDRANT MAINTENANCE	06/23/2022	8700	-
7460	833	000000	571	USA BLUE BOOK	83.35	DYE TABLETS	06/03/2022	8200	-
7430	903	000000	824	USPS PO BOXES ONLINE	166.00	PO Box Rental Renewal - Annual	06/16/2022	5250	-
7450	903	000000	824	USPS PO BOXES ONLINE	59.76	PO Box Rental Renewal - Annual	06/16/2022	5250	-
7460	840	000000	824	USPS PO BOXES ONLINE	79.68	PO Box Rental Renewal - Annual	06/16/2022	5250	-
7430	233	001099	824	USPS PO BOXES ONLINE	26.56	PO Box Rental Renewal - Annual	06/16/2022	5250	-
7460	834	000000	507	WAL-MART #1176	63.75	SHOP SUPPLIES	06/07/2022	8200	-
7450	642	000000	675	WI STATE HYGIENE LAB	26.00	FLUORIDE SAMPLES	06/02/2022	7400	-
7450	642	000000	675	WI STATE HYGIENE LAB	26.00	FLUORIDE SAMPLES	06/09/2022	7400	-

Total: 21,501.92

Stoughton Utilities

Financial Summary

June 2022 YTD

Overall Summary:

June YTD 2022 operating income was \$782,842, up \$377,422 from 2021. Electric and water both saw increases in income of \$253,314 and \$137,178 respectively, while wastewater saw a decrease of \$13,070.

Electric Summary:

June 2022 YTD operating revenues were \$7,742,177, 14.5%, higher than 2021. Kilowatt-hour sales were 11.9% (1,303,914 kWh) higher than in May 2022. Purchase power costs were up \$705,392, or 14.5%, from last year. Non-power operating expenses were up \$24,029 from the prior year due to an increase in overhead and underground line maintenance.

The rate of return was 2.51% compared to 2.35% for June YTD 2021. Unrestricted cash balances are \$4.9 million (3.9 months of sales).

Water Summary:

June 2022 YTD operating revenues were up \$92,399, or 8.0%, from 2021. Total gallons sold were up 3.7% (1,292,000 gallons) from May 2022. The increase in revenue is due to an increase in gallons sold, a rate increase as well as a decrease in expenses.

Operating expenses were down \$44,779, or -4.6%, compared to the prior year.

The rate of return was 2.92% compared to 1.97% for YTD 2021. Unrestricted cash balances are (\$178,129), -0.9 months of sales. Our safe drinking water loan is preliminarily set to close on August 10, 2022.

Wastewater Summary:

June 2022 YTD operating revenue was down \$10,424, or -1.0%, from 2021. Total gallons sold were down 0.9% (252,000 gallons) from May 2022. The difference in water gallons sold and sewer gallons sold is due to the operations of large customers, which use water to produce their product. They do not pay sewer charges on this water usage.

Operating expenses were up \$2,646, or 0.3%, from 2021.

Unrestricted cash balances were \$934,545 (5.6 months of sales).

Submitted by:
Shannon Statz

STOUGHTON UTILITIES

Balance Sheets
As of June 30, 2022

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
Assets				
Cash & Investments	\$ 6,711,851	\$ 666,218	\$ 2,735,958	\$ 10,114,027
Customer A/R	1,887,642	258,270	203,867	2,349,779
Other A/R	255,496	-	-	255,496
Other Assets	1,296,899	254,105	155,727	1,706,731
Plant in Service	31,447,076	17,420,131	33,023,014	81,890,221
Accumulated Depreciation	(16,427,633)	(6,413,737)	(14,067,234)	(36,908,604)
Plant in Service - CIAC	6,292,331	8,891,083	-	15,183,414
Accumulated Depreciation-CIAC	(2,150,725)	(2,627,260)	-	(4,777,985)
Construction Work in Progress	533,742	1,941,973	57,767	2,533,482
GASB 68 Deferred Outflow	1,000,371	344,049	406,809	1,751,229
Total Assets	\$ 30,847,050	\$ 20,734,832	\$ 22,515,908	\$ 74,097,790
Liabilities + Net Assets				
Accounts Payable	\$ (103,646)	\$ 65,331	\$ 44,865	\$ 6,550
Payable to City of Stoughton	294,222	215,009	-	509,231
Interest Accrued	18,573	22,840	13,510	54,923
Other Liabilities	1,065,049	106,214	84,619	1,255,882
Long-Term Debt	2,447,141	2,726,773	2,897,365	8,071,279
Net Assets	25,952,055	17,199,908	19,067,898	62,219,861
GASB 68 Deferred Inflow	1,173,656	398,757	407,651	1,980,064
Total Liabilities + Net Assets	\$ 30,847,050	\$ 20,734,832	\$ 22,515,908	\$ 74,097,790

STOUGHTON UTILITIES

Year-to-Date Combined Income Statement

June 30, 2022

	Electric	Water	Wastewater	Total
<i>Operating Revenue:</i>				
Sales	\$ 7,612,390	\$ 1,202,999	\$ 1,008,428	\$ 9,823,817
Other	129,787	46,357	21,718	197,862
<i>Total Operating Revenue:</i>	\$ 7,742,177	\$ 1,249,356	\$ 1,030,146	\$ 10,021,679
<i>Operating Expense:</i>				
Purchased Power	5,566,770	-	-	5,566,770
Expenses (Including Taxes)	948,136	453,054	509,007	1,910,197
PILOT	229,998	214,998	-	444,996
Depreciation	614,502	252,372	450,000	1,316,874
<i>Total Operating Expense:</i>	\$ 7,359,406	\$ 920,424	\$ 959,007	\$ 9,238,837
<i>Operating Income</i>	\$ 382,771	\$ 328,932	\$ 71,139	\$ 782,842
Non-Operating Income	293,209	830,571	447,602	1,571,382
Non-Operating Expense	(45,641)	(48,969)	(40,002)	(134,612)
<i>Net Income</i>	\$ 630,339	\$ 1,110,534	\$ 478,739	\$ 2,219,612

STOUGHTON UTILITIES

Year-to-Date Combined Income Statement

June 30, 2021

	Electric	Water	Wastewater	Total
<i>Operating Revenue:</i>				
Sales	\$ 6,686,204	\$ 1,124,176	\$ 1,020,162	\$ 8,830,542
Other	73,238	32,781	20,408	126,427
<i>Total Operating Revenue:</i>	\$ 6,759,442	\$ 1,156,957	\$ 1,040,570	\$ 8,956,969
<i>Operating Expense:</i>				
Purchased Power	4,861,378	-	-	4,861,378
Expenses (Including Taxes)	920,405	487,333	521,361	1,929,099
PILOT	235,500	222,000	-	457,500
Depreciation	612,702	255,870	435,000	1,303,572
<i>Total Operating Expense:</i>	\$ 6,629,985	\$ 965,203	\$ 956,361	\$ 8,551,549
<i>Operating Income</i>	\$ 129,457	\$ 191,754	\$ 84,209	\$ 405,420
Non-Operating Income	208,735	13,772	21,660	244,167
Non-Operating Expense	(50,333)	(43,482)	(49,152)	(142,967)
<i>Net Income</i>	\$ 287,859	\$ 162,044	\$ 56,717	\$ 506,620

STOUGHTON UTILITIES
Cash and Investments Summary
As of June 30, 2022

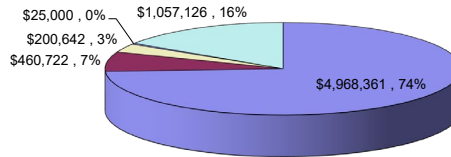
Electric

Jun-22

Unrestricted (3.9 months sales)	\$	4,968,361
Bond Reserve	\$	460,722
Redemption Fund (P&I)	\$	200,642
Depreciation	\$	25,000
Designated	\$	1,057,126
Total	\$	6,711,851

Electric Cash - June 2022

■ Unrestricted (3.9 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



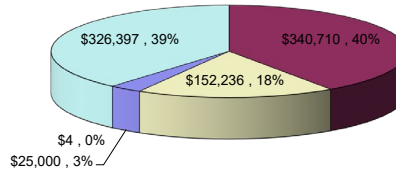
Water

Jun-22

Unrestricted (-.9 months sales)	\$	(178,129)
Bond Reserve	\$	340,710
Redemption Fund (P&I)	\$	152,236
Depreciation	\$	25,000
Construction	\$	4
Designated	\$	326,397
Total	\$	666,218

Water Cash - June 2022

■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Construction ■ Designated



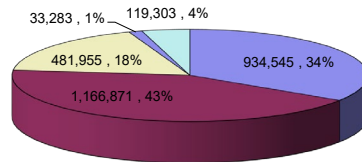
Wastewater

Jun-22

Unrestricted (5.6 months sales)		934,545
DNR Replacement		1,166,871
Redemption Fund (P&I)		481,955
Depreciation		33,283
Designated		119,303
Total		2,735,957

Wastewater Cash - June 2022

■ Unrestricted (5.6 months sales) ■ DNR Replacement
■ Redemption Fund (P&I) ■ Depreciation



STOUGHTON UTILITIES

Rate of Return

Year-to-Date June 30, 2022

	Electric	Water
Operating Income (Regulatory)	\$ 382,771	\$ 328,932
Average Utility Plant in Service	30,846,651	17,284,376
Average Accumulated Depreciation	(15,661,562)	(5,996,365)
Average Materials and Supplies	456,021	49,041
Average Regulatory Liability	(55,404)	(85,574)
Average Customer Advances	(339,572)	(2,500)
Average Net Rate Base	\$ 15,246,134	\$ 11,248,977
June 2022 Rate of Return	2.51%	2.92%
June 2021 Rate of Return	2.35%	1.97%
December 2021 Rate of Return	6.17%	4.61%
Authorized Rate of Return	4.90%	5.00%

STOUGHTON UTILITIES
2022 Statistical Worksheet

Electric	Total Sales 2021 kWh	Total kWh Purchased 2021	Total Sales 2022 kWh	Total kWh Purchased 2022	Demand Peak 2021	Demand Peak 2022
January	11,902,372	12,568,526	12,604,215	13,090,652	21,527	22,855
February	11,678,924	11,992,637	11,111,183	11,372,253	23,755	21,873
March	10,949,430	11,170,845	11,073,665	11,342,879	19,911	19,841
April	9,775,372	9,996,551	9,878,316	10,132,838	18,026	18,585
May	10,732,336	10,936,134	11,014,588	11,338,060	25,030	30,514
June	13,723,437	14,050,284	12,332,328	12,641,974	33,728	34,081
July						
August						
September						
October						
November						
December						
TOTAL	68,761,871	70,714,977	68,014,295	69,918,656		

Water	Total Sales 2021 Gallons	Total Gallons Pumped 2021	Total Sales 2022 Gallons	Total Gallons Pumped 2022	Max Daily High 2021	Max Daily Highs 2022
January	34,519,000	38,064,000	31,078,000	36,158,000	1,435,000	1,457,000
February	33,979,000	38,757,000	32,481,000	32,026,000	1,602,000	1,411,000
March	37,062,000	39,926,000	33,586,000	36,224,000	1,460,000	1,435,000
April	34,267,000	36,988,000	32,025,000	34,207,000	1,548,000	1,449,000
May	37,609,000	40,476,000	34,215,000	39,016,000	1,520,000	1,812,000
June	42,668,000	47,500,000	35,507,000	40,482,000	2,039,000	1,766,000
July						
August						
September						
October						
November						
December						
TOTAL	220,104,000	241,711,000	198,892,000	218,113,000		

Wastewater	Total Sales 2021 Gallons	Total Treated Gallons 2021	Total Sales 2022 Gallons	Total Treated Gallons 2022	Precipitation 2021	Precipitation 2022
January	23,932,000	28,478,000	24,073,000	29,328,000	1.69	.51"
February	23,214,000	26,865,000	22,180,000	26,210,000	0.90	.58"
March	25,573,000	30,877,000	24,271,000	31,729,000	0.83	3.48"
April	25,383,000	26,955,000	23,557,000	32,799,000	1.67	3.60"
May	27,372,000	26,654,000	25,867,000	34,525,000	2.97	4.25"
June	30,200,000	25,612,000	25,615,000	33,563,000	5.11	3.14"
July						
August						
September						
October						
November						
December						
TOTAL	155,674,000	165,441,000	145,563,000	188,154,000	13.17	



Stoughton Utilities

600 South Fourth Street
P.O. Box 383
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Date: August 11, 2022
To: Stoughton Utilities Committee
From: Jill M. Weiss, P.E.
Stoughton Utilities Director
Subject: Stoughton Utilities Communications

June 30, 2022 Wisconsin Public Water Systems 2021 Annual Drinking Water Report published by the Wisconsin Department of Natural Resources Bureau of Drinking Water and Groundwater. Stoughton Utilities is highlighted on pages 15 and 16 as a lead service line removal success story.

August 5, 2022 Stoughton Utilities press release reminding customer to contact Diggers Hotline at 811 at least three days before they dig.

August 8, 2022 Stoughton Utilities billing statement insert sent to E-Billing customers discussing anticipated higher summer energy prices due to increased consumption, higher system demand, and increased wholesale energy costs due to elevated natural gas prices and the early retirement of coal generation resulting in potential generation shortfalls.

Wisconsin Public Water Systems 2021 Annual Drinking Water Report



Wisconsin Department of Natural Resources
Bureau of Drinking Water and Groundwater
dnr.wi.gov



Wisconsin Public Water Systems 2021 Annual Drinking Water Report

Obtaining copies of Wisconsin's report

As required by the federal Safe Drinking Water Act, the *2021 Annual Drinking Water Report* is available to the public. To obtain copies, contact the Bureau of Drinking Water and Groundwater DG/5, Wisconsin Department of Natural Resources, PO Box 7921, Madison WI 53707, 608-266-1054. The report is also available on the DNR's [website](#).

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June 2022

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EXECUTIVE SUMMARY

The Wisconsin Department of Natural Resources (DNR) works to protect the quality and quantity of the state's water resources and is responsible for implementing and enforcing the Safe Drinking Water Act to safeguard Wisconsin's drinking water quality.

Strong state and federal regulations combined with the collaborative efforts and hard work of many people – including the DNR, the U.S. Environmental Protection Agency (EPA), individual owners and operators of public water systems, county health officials, professional associations, water quality organizations and water consumers – have allowed Wisconsin to manage its drinking water resources successfully.

Our *2021 Annual Drinking Water Report* summarizes compliance with the drinking water requirements for the year and highlights efforts that help public water systems provide a safe and adequate supply of drinking water in the state. Some of these include:

- During 2021, more than 98% of Wisconsin's public water systems provided water that met all the health-based standards.
- The COVID-19 pandemic continued to affect operations of public water systems statewide. The DNR and water system personnel collaborated to work through the new and continuing challenges.
- The DNR and its partners performed more than 2,600 sanitary surveys, 6,400 annual site inspections and 400 on-site assessments during 2021. Inspections measure compliance with requirements, detect changes over time and prevent future problems. Assessments help to “find and fix” possible sources of microbial contamination.
- In partnership with the DNR, county health departments provided monitoring and compliance assistance to small water systems in 54 counties around the state, while responding to the COVID pandemic at the same time. County staff performed more than 7,000 annual site inspections, sanitary surveys and on-site assessments during 2021.
- The DNR's partners provided training and technical assistance to public water system owners and operators throughout the state during 2021. In response to the COVID pandemic, the DNR and its partners expanded online options for training and continued using ‘on-site virtual visits’ to provide technical assistance safely.
- The DNR awarded more than \$45 million in financial assistance through the Safe Drinking Water Loan Program during 2021, helping 21 communities around Wisconsin to make needed infrastructure improvements to their drinking water systems.
- The DNR awarded more than \$33 million through the Private Lead Service Line Replacement Program, allowing 60 communities around the state to replace lead services last year.

The DNR works to protect the state's water resources and ensure that everyone in Wisconsin has access to safe and sustainable water supplies.



INTRODUCTION

The Wisconsin Department of Natural Resources (the DNR) works to protect the state’s water resources and ensure that everyone in Wisconsin has access to safe and sustainable water supplies.

Wisconsin manages its drinking water resources by relying on effective state and federal regulations combined with strong collaborative partnerships between the DNR, the US Environmental Protection Agency (the EPA), public water systems, county health

officials, professional associations, individual operators, other water quality organizations and water consumers.

The COVID-19 pandemic continued to challenge our collective efforts through 2021. The pandemic did, however, focus attention on access to safe drinking water and its critical importance for maintaining public health.

This *2021 Annual Drinking Water Report* summarizes how Wisconsin’s public water supply systems complied with the drinking water requirements between January 1 and December 31, 2021. Publishing an annual report meets one of Wisconsin’s responsibilities under the federal Safe Drinking Water Act (SDWA). This report also highlights the DNR’s work and other initiatives that help to meet the goal of providing a safe and adequate supply of drinking water to the citizens and visitors in Wisconsin.

WISCONSIN’S DRINKING WATER PROGRAM: THE BASICS

Requirements for public water systems come from the federal SDWA, first passed in 1974 and amended several times since then. The SDWA establishes national limits for contaminants in drinking water to protect public health. These limits, known as Maximum Contaminant Levels (MCLs), are health-based standards specific to each contaminant.

The SDWA also specifies how often public water systems must test their water for contaminants and report the results to the state, EPA and the public. Testing or “monitoring” requirements vary depending on a water system’s size, the type of population served, and the vulnerability of the water source to contamination. In general, water systems serving residential consumers and larger populations have more extensive monitoring and reporting requirements.

Finally, the SDWA requires public water systems to notify their consumers when contaminants are detected or requirements have not been met. Consumer notification must include a clear and understandable explanation of the violation that occurred, its potential health effects, what the water system is doing to correct the problem and the availability of alternative water supplies during the violation.

Most states have obtained approval from EPA to administer their own public water supply programs. This primary enforcement authority means a state has adopted drinking water regulations that meet SDWA requirements and can enforce them. In Wisconsin, the DNR implements the drinking water program.



Drinking Water News on Tap **COVID-19 pandemic continues through 2021**

COVID-19 continued to affect Wisconsin’s water systems and the DNR during the second year of the pandemic. Everyone worked extra hard to find ways of meeting our responsibilities while working safely.

- Field work for DNR staff resumed midway through 2021. To adapt to changing conditions of the pandemic and situations at water systems around the state, staff also conducted ‘virtual’ and hybrid inspections as needed. Virtual sanitary survey inspections take advantage of technology for transmitting information and also can be combined with on-site components into a hybrid approach.
- Water system personnel continued catching up on required cross-connection inspections. Many inspections were suspended for part of the pandemic, so personnel could avoid entering homes and businesses.
- The DNR continued to communicate with water system operators around the state, discussing questions and devising strategies to maintain operations during the emergency.



The DNR’s drinking water program staff met these challenges throughout the year. More of our staff volunteered for COVID response duties as the pandemic wore on. When vaccines became available early in 2021, for example, DNR staff worked to distribute them around the state.

Wisconsin’s drinking water professionals have collaborated and communicated and kept on working to provide safe drinking water throughout the pandemic.

WISCONSIN’S PUBLIC WATER SYSTEMS

Wisconsin had 11,228 public water systems in 2021. This is the largest number of any state, but it has decreased – by several hundred – over the past two years. Many public water systems were closed during part or all of the COVID-19 pandemic.

Public water systems provide water for human consumption to at least 15 service connections or regularly serve at least 25 people for 60 days or longer per year. Wisconsin has four types of public water systems:

- Community water systems serve water to people where they live. Wisconsin has 1,038 community water systems that serve 69% of the state’s population (Figure 1). The remainder of the state’s residents receive their water from private domestic wells.
 - **Municipal community (MC) water systems** are owned by cities, villages, towns or sanitary districts. This group also includes care and correctional facilities that are owned by counties or municipalities. Wisconsin has 610 municipal systems. Milwaukee

Waterworks is the state’s largest, serving almost 600,000 people. In contrast, Wisconsin’s smallest municipal water systems serve fewer than 50 people each.

- **Other-than-municipal community (OC) water systems** serve residential consumers in areas supplied by privately-owned wells. The state’s OC water systems include mobile home parks, apartment buildings, condominium complexes and long-term care facilities.

Wisconsin public water systems

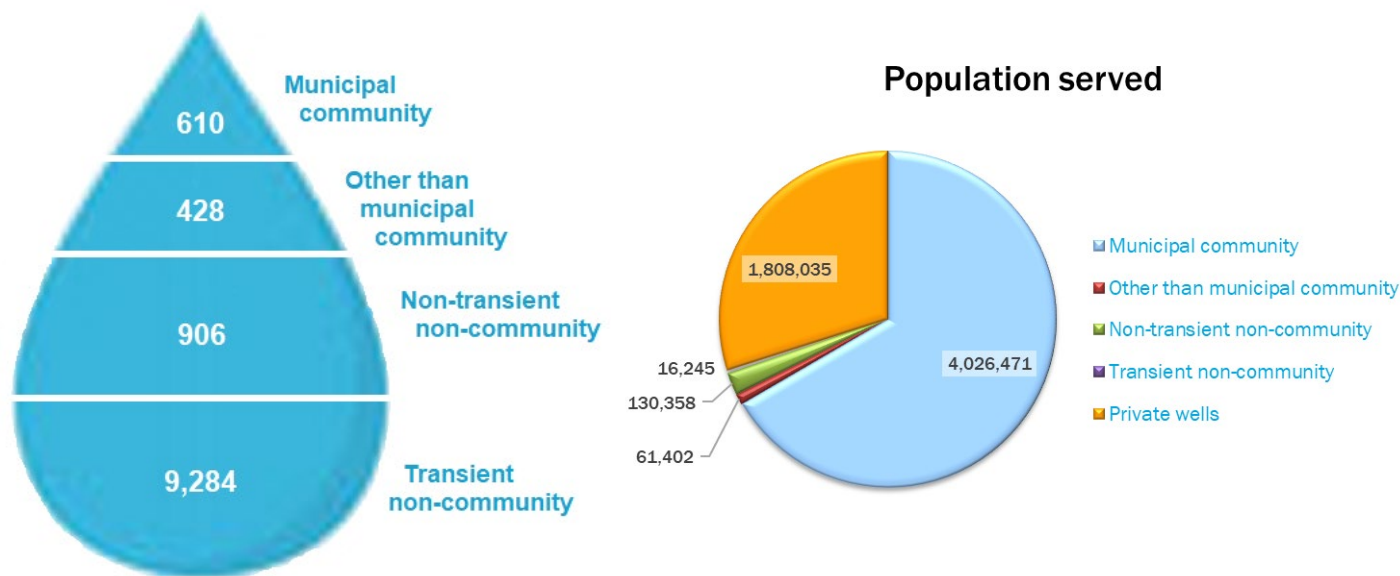


Figure 1. Wisconsin has more than 11,200 public water systems. The majority are very small transient non-community systems, but the state’s municipal water systems serve the largest share of the population.

- Non-community water systems serve water to people where they work, attend school or gather for food or entertainment. The wells supplying these systems are privately owned. Wisconsin has 10,190 non-community systems (see Figure 1).
 - **Non-transient non-community (NN) water systems** regularly serve at least 25 of the same people for six months or more per year. They include schools, day care centers, office buildings, industrial facilities, dairies and many other businesses.
 - **Transient non-community (TN) water systems** serve at least 25 people (though not necessarily the same people) for 60 days or longer per year. They include campgrounds, parks, motels, restaurants, taverns and churches. Wisconsin has more than 9,200 transient non-community water systems.

The vast majority of Wisconsin’s public water systems rely on groundwater pumped from wells. However, 56 systems use Wisconsin lakes to provide drinking water to their consumers. These surface water systems serve some of the state’s largest communities, including Milwaukee and Green Bay. So, while more than 99% of the state’s public water systems use groundwater sources, surface water systems serve almost one-third of the state’s population (Figure 2).

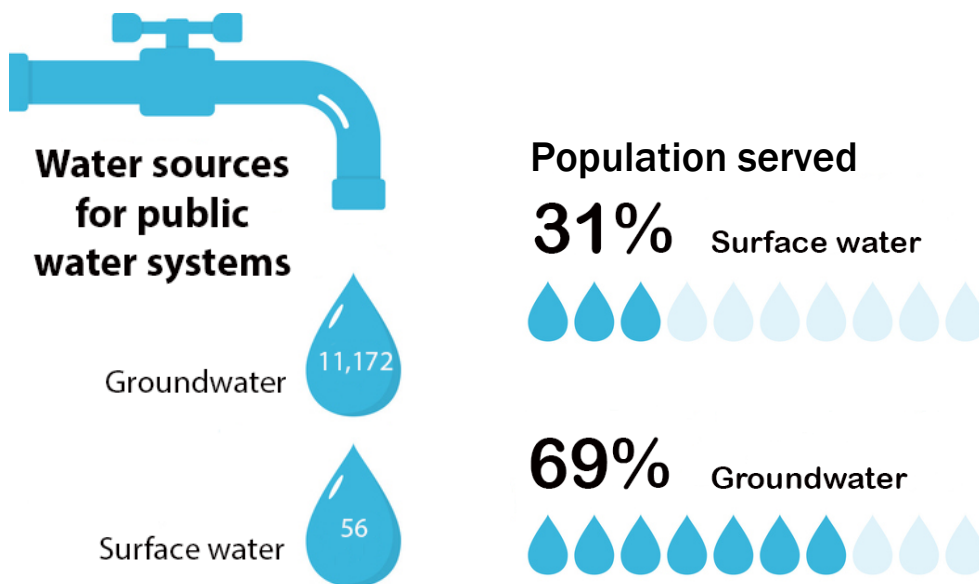


Figure 2. The majority of Wisconsin’s public water systems (more than 99%) rely on groundwater pumped from wells. However, the 56 systems that use surface water from lakes include most of the state’s largest public water systems.

MONITORING AND TESTING FOR CONTAMINANTS IN DRINKING WATER

Monitoring is critically important for protecting drinking water supplies. All public water systems are required to test their water for contaminants. Monitoring involves collecting water samples, analyzing them for potential contaminants and reporting the results to the DNR and consumers.

The frequency of monitoring and the number of contaminants measured depend on the type of water system and population served. The largest systems collect hundreds of water samples each month, while the smallest systems may collect only two samples per year.

Contaminants can have either acute or chronic health effects. Acute contaminants pose an immediate risk to human health – people can become ill within days or even hours of exposure. Maximum contaminant levels in drinking water are risk-based, set to prevent occurrences of acute or fatal illness. Chronic contaminants cause long-term health risks. Their maximum permissible levels are typically set so that only one in 1,000,000 people would face an increased risk of developing cancer by drinking two liters of water a day for 70 years.

All public water systems monitor for acute contaminants. The state’s smallest systems, transient non-community systems, are not required to test for chronic contaminants.



Types of regulated contaminants

Regulated contaminants fall into several groups based on their characteristics and health effects:

- Acute contaminants
 - *Escherichia coli* (or *E. coli*) bacteria
 - Nitrate and nitrite
- Chronic contaminants
 - Inorganic chemicals (IOCs) — arsenic, copper, lead, mercury and other chemicals
 - Synthetic organic chemicals (SOCs) — herbicides and pesticides
 - Volatile organic chemicals (VOCs) — benzene, toluene, xylene and other chemicals
 - Radionuclides — radioactive chemicals like radium and uranium
 - Disinfectants and disinfection byproducts — chlorine and byproducts like haloacetic acids and trihalomethanes

Most chemical groups contain multiple contaminants. For example, the synthetic organic contaminants comprise 30 regulated chemicals (although there are many more synthetic organic substances used in commerce). Municipal water systems, which have the most comprehensive monitoring requirements, test drinking water for more than 90 regulated contaminants to protect public health. Appendix A lists all the contaminants regulated under the SDWA and their health-based standards or MCLs.



Secondary standards

The SDWA sets aesthetic or “secondary” standards for additional contaminants. These substances may cause an unpleasant smell, taste, appearance, stain sinks or discolor clothes when they exceed certain levels. This group of chemicals includes iron, manganese and sulfate, among others. Public water systems may be required to perform additional monitoring or take corrective action if they exceed secondary standards. Table A-6 in Appendix A lists the secondary standards.

Action levels for certain contaminants

The SDWA establishes “action levels” rather than MCL standards for two contaminants: lead and copper. Exceeding an action level does not cause a violation, but it does require a water system to conduct additional monitoring and follow certain procedures to control levels of the contaminant in the drinking water supply. The action levels for lead and copper are listed in Table A-2 of Appendix A.

Treatment for contaminants

Public water systems may treat their water to meet regulatory MCL limits. Most treatments reduce or inactivate contaminants that may be present in the water. One common treatment is disinfection, which inactivates microbial contaminants so they cannot make us sick. Disinfection of drinking water has revolutionized our lives. Diseases that used to cause many deaths, like typhoid fever, have been almost eliminated thanks to disinfection. Other treatments – like filtration, oxidation and ion exchange – remove or reduce contaminants present in the water. Corrosion control treatment involves adding compounds to

adjust the chemistry of water and prevent certain contaminants from leaching (being dissolved or extracted) into the water, like lead from lead pipes.

Drinking Water News on Tap

Nitrate contamination challenging to correct — collaboration can help

Every year, nitrate contamination challenges public water systems around Wisconsin. Although nitrate is more problematic in certain areas, it affects water systems in all parts of the state. Higher levels in groundwater indicate a human-made source of contamination such as agricultural or turf fertilizers, animal waste, septic systems or wastewater. Nitrate moves through groundwater readily, meaning that sources of contamination may not be located near a particular well and may even be outside a water system owner’s control.

When nitrate concentrations exceed the maximum contaminant level, corrective action is needed to resolve the problem. Finding the right corrective action for each individual system is a process—it involves searching for feasible options, comparing data, and comparing costs. And the solution is not identical in all cases.

During 2021, numerous water systems in Wisconsin confronted nitrate contamination, and several managed to resolve their problems. These are a few case studies in nitrate from last year:

- A tavern in a resort community in Chippewa County had used the “continuing operation” provision for nitrate for almost 18 years. (For more information about “continuing operation,” see the compliance section [nitrate and nitrite on page 13] of this report.) Midway through 2020, however, the nitrate level increased, and continuing to operate was not possible. The system owner initially thought treating the water to remove nitrate was the best option. DNR drinking water staff worked with the owner to provide information about requirements and costs for ongoing treatment. At the same time, The DNR’s hydrogeologist did an analysis and provided a casing recommendation for a new well. The focus shifted. A new well was drilled to a deeper depth and placed into service in June 2021. The nitrate level in the new well is not quite zero, but it is close.
- A golf course in Waupaca County had also been using the continuing operation provision, for more than a decade, until nitrate levels increased in the fall of 2020. Golf course members stepped in to help by contributing toward the cost of a new well. The DNR’s hydrogeologist provided an analysis and casing recommendation for a well. The new well was drilled on a different part of the property and to a greater depth, and it has a nitrate level of zero so far.
- Back in 2017, a campground in Fond du Lac County drilled a new well for an addition that would serve 76 RV sites, a shower house and a private residence. The project included installing a sewer system to serve the sites. This area has thin soils and high bedrock, and the bedrock had to be



blasted to lay the lines. Only three years later, nitrate in that well was above the drinking water standard. The DNR’s drinking water staff collected samples and performed source tracking, to determine whether the nitrate came from human wastewater or agricultural chemicals from the surrounding farm fields and large farms. Source tracking identified a human source for the nitrate contamination. The system owner tried sealing the sewer lines and collection sumps with some initial success. However, as campsites got occupied with RVs, nitrate levels increased again. DNR drinking water staff worked closely with the owner, and our hydrogeologist did an analysis to identify a potential location and construction specifications for a new well. A replacement well was drilled, and the new well has a nitrate level of zero. The system returned to compliance in spring 2021





- A small municipality in Buffalo County, with its office building located outside of town, exceeded the nitrate standard in the summer of 2020. Initially, the system owner thought treating the water would be the best option, and the DNR’s public water staff worked with the owner to understand the requirements for installing treatment and the potential costs involved. The DNR’s hydrogeologist also provided an analysis and casing recommendation for a new well, and replacing the well became the preferred corrective action. The new well is in the same location but is drilled deeper and protected by a deeper casing, and it was placed into service early in 2021. The system returned to compliance and now has nitrate levels far below the drinking water standard.

Whenever a compliant water source can be found, that is the highest priority option for corrective action. A well without nitrate contamination provides maximum public health protection and also minimizes future costs for the system owner.

COMPLIANCE WITH DRINKING WATER REQUIREMENTS

Compliance with drinking water requirements has multiple facets. The DNR and EPA track whether water samples are collected in a timely manner, tested for the correct contaminants, and whether contaminant concentrations exceed permissible limits. They also track whether water systems give public notice or provide notifications on time, post or deliver notices as required, and whether systems correct deficiencies by appropriate deadlines. Violations can occur when deadlines are not met, water samples are not collected, or public notices are not issued. They also occur when sample results exceed permissible limits for contaminants. Table 1 explains the basic types of drinking water violations.

Table 1. What do drinking water violations mean?

	Maximum contaminant level (MCL) violations	MCL violations occur when contaminants are detected at levels above what is permissible for protecting public health (i.e., the MCL standard).
	Monitoring and reporting (MR) violations	MR violations occur when water samples are not collected on time or analyzed using approved methods, or when consumers are not notified of lead and copper results from samples collected in their homes.
	Treatment technique (TT) violations	TT violations occur when water systems do not employ the required processes or treatments to reduce exposure to contaminants. They include failure to correct “significant deficiencies” or “sanitary defects” and failure to follow approved start-up procedures for seasonal operation.
	Notification violations	Notification violations occur when water systems do not provide required public notices, deliver Consumer Confidence Reports, or notify the DNR when significant deficiencies are corrected.

The majority of Wisconsin’s public water systems met all their regulatory requirements during 2021 – 88.1% of all systems. Most violations that did occur were for failing to meet monitoring, reporting and notification requirements (Figure 3). This section of the report summarizes compliance data for last year.

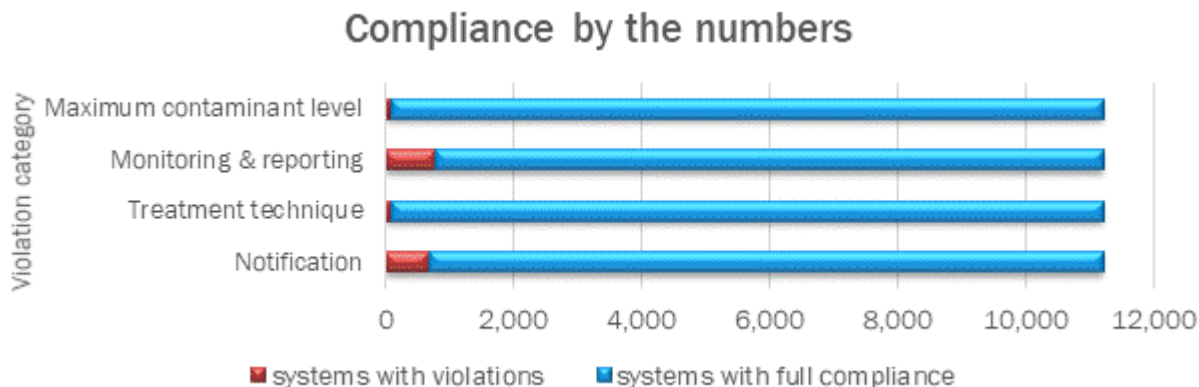


Figure 3. Compliance with water quality (i.e., maximum contaminant level) requirements was highest during 2021. Most violations that occurred were related to monitoring, reporting and notification requirements.

Maximum Contaminant Level violations

Some of the most serious violations at public water systems result from contaminants in the drinking water. A violation for exceeding a maximum contaminant level does not necessarily mean that consumers experienced adverse health effects from drinking the water, but it does require a water system to notify consumers and take action to correct the problem.

During 2021, more than 99% of Wisconsin’s public water systems provided water that met all the health-based MCL standards for regulated contaminants. Only 88 systems (out of 11,228 statewide) experienced MCL exceedances. The contaminants encountered most frequently in Wisconsin were bacteria, arsenic, nitrate and radionuclides. Table B-1 in Appendix B summarizes the MCL violations during 2021.



• **Microbial contaminants**

Microbes, especially coliform bacteria, are common contaminants of drinking water supplies. Coliform bacteria occur widely in soil, plants and water; their presence in drinking water indicates a possible pathway for contamination.

Escherichia coli (or *E. coli*) is a species of bacteria that indicates contamination from human or animal wastes in drinking water.

E. coli is an acute contaminant because people can become ill after a single exposure to the viruses that may be present when *E. coli* is detected. Exposure can cause short-term health effects like diarrhea, nausea, cramps and headaches but may have more serious effects on vulnerable populations, including infants, young children and people with compromised immune systems.

All of Wisconsin’s public water systems are required to monitor for coliform bacteria. When these bacteria are detected in a sample of drinking water (called a total coliform-positive result), additional actions are required to “find” sources of contamination and “fix” the issues allowing contaminants to enter the water system.

First, follow-up samples are collected to confirm the presence of coliform bacteria and specifically verify whether *E. coli* are detected. When bacterial contamination is confirmed, trained inspectors from the DNR and county health departments throughout the state conduct on-site assessments. These inspections follow the “find and fix” approach to ensure that bacteria do not persist in the drinking water at these facilities. Staff performed more than 400 assessments during 2021. These free inspections provide a valuable service to public water system owners and consumers.

Often, inspectors discover simple corrections that will eliminate pathways for contamination and help water systems get back on track. Problems like cracked electrical conduits at a wellhead or unnoticed cross connections to non-potable water sources often can be corrected quickly and inexpensively. Shock-chlorinating wells that have biofilms growing in them is another common corrective strategy.

The MCL for microbial contaminants is exceeded when the presence of *E. coli* is confirmed in a water supply (Table A-1 in Appendix A has more details about the MCL). During 2021, there were 18 public water systems in Wisconsin (only 0.16%) with MCL violations for *E. coli*. Follow-up work at these systems has included identifying the sources of contamination, correcting defects and, in some cases, switching to a new water source.

- ***Nitrate and nitrite***

Nitrate is the most widespread inorganic chemical that occurs as a contaminant of drinking water here in Wisconsin. Because it is water-soluble and leaches readily through soil, nitrate can move easily into the groundwater. Sources of nitrate and nitrite include agriculture and animal wastes, according to the Wisconsin Groundwater Coordinating Council.

Nitrate and nitrite are acute contaminants because they can cause serious illness in infants younger than six months old. The condition, called methemoglobinemia or “blue baby syndrome,” causes infants’ blood to be deprived of oxygen, and it can be fatal in extreme cases. In addition, there is evidence of an association between exposure during early pregnancy and certain birth defects. Consuming water with high nitrate levels has also been linked to chronic diseases in adults, including increased cancer risk, because nitrate is converted within the human body to compounds that are known carcinogens.

All of Wisconsin’s 11,228 public water systems are required to monitor for nitrate and nitrite in drinking water. During 2021, violations for exceeding the nitrate MCL occurred at 28 public water systems (0.25% of all systems). These water systems are located in the northeast, south central and western parts of the state.

Federal and state regulations offer some flexibility for very small water systems that exceed the nitrate MCL. The provision allows transient non-community systems to continue operating with water that has nitrate above the MCL of 10 milligrams per liter (mg/L) but below 20 mg/L, providing certain conditions are met. Water systems must notify the public about the nitrate contamination, ensure that the water will not be consumed by infants or women of childbearing age, and provide an alternate water source.

Wisconsin had 270 transient non-community water systems using the “continuing operation” provision during part or all of 2021 (Table 2). Some have been in that status for more than 25 years. In 2021, another 28 TN systems exceeded the nitrate

Table 2. Transient non-community water systems operating with nitrate levels above the MCL during 2021	
water system status	number of systems
operating since before 2021	214
continuing operation started during 2021	28
continuing operation ended during 2021	28
total number of systems on continuing operation in 2021	270

MCL and were allowed to use the continuing operation option (slightly fewer than the previous year), and 28 systems went off continuing operation after using it for part of the year. Although the overall number of water systems decreased slightly by the end of 2021, it has remained above 200 for years. Nitrate contamination is an ongoing challenge for water systems in Wisconsin.



- **Arsenic**

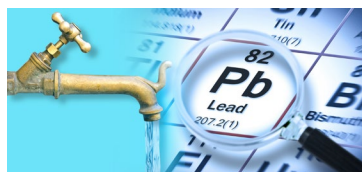
Arsenic is a naturally occurring element found in some rock formations in Wisconsin, and it is regularly detected as a contaminant of drinking water supplies here. Arsenic has no taste or odor, so the only way to detect it in drinking water is by testing. Health effects come from long-term exposure and include increased risk of skin cancer; arsenic has also been linked to cancers of the lungs, bladder, liver, kidney and colon.

Exposure to arsenic can cause skin damage, circulatory system problems, and nervous system effects (like tremors). Arsenic exposure during pregnancy and early childhood may also affect learning, IQ scores and risk of certain cancers later in life.

Community and non-transient non-community water systems are required to monitor for the presence of arsenic (1,944 of Wisconsin’s water systems). During 2021, there were 15 systems (0.77%) with violations for exceeding the arsenic standard (0.01 mg/L). These water systems are located throughout most of Wisconsin except the far western parts of the state.

- **Radionuclides**

Radium and uranium occur naturally in rock formations in Wisconsin and are detected as contaminants of some drinking water supplies here. Health risks come from long-term exposure. For example, exposure over a lifetime could result in an elevated risk for cancer and kidney toxicity. All community water systems (serving residential consumers) are required to monitor for radionuclides. Of the 1,038 community water systems in Wisconsin, 17 (or 1.64%) had violations for exceeding the MCL standards for radium, uranium and/or alpha particle emitters during 2021. Most of these systems are located in southern Wisconsin.



- **Lead and copper**

Lead and copper typically do not occur naturally in source water. Instead, through the process of corrosion, they can leach into the water as it flows through piping and fixtures containing these elements. Water system dynamics such as water use, water

temperature and physical and hydraulic disturbances can also contribute to lead and copper in drinking water. Lead pipe, brass, chrome plated brass, copper plumbing and lead-based solder are all potential sources. Lead can have serious health effects because it interferes with the red blood cells that carry oxygen in our bodies. It primarily affects brain development in infants and children but

can have health effects for adults also. Copper is an essential nutrient, but long-term exposure to high levels can cause kidney and liver damage.

All community and non-transient non-community water systems are required to monitor for lead and copper. When an action level is exceeded, systems conduct additional water sampling, to determine how overall water quality may be contributing to lead and copper levels. In addition, systems must provide special information to their consumers about health effects and the steps people can take to reduce exposure. Finally, systems with action level exceedances also need to recommend and implement corrosion control to reduce concentrations of lead and copper in their drinking water.

During 2021, fewer Wisconsin water systems had action level exceedances, for both lead and copper, compared with the previous year. Last year, 11 public water systems exceeded the lead action level, and 12 exceeded the action level for copper (Table 3).

contaminant	number of water systems			
	MC	OC	NN	total
copper	1	3	8	12
lead	2	2	7	11

The DNR works with public water systems that have violations for MCL exceedances to help them correct problems and return to compliance as soon as possible. Corrective actions can include disinfection, reconstructing an existing well, drilling a new well to obtain an alternate water source or installing a treatment system. Microbes, nitrate, arsenic and radionuclides are all continuing priorities for the DNR because of the common occurrence of these contaminants in Wisconsin.

Drinking Water News on Tap Get the lead out? Success stories!

Thanks to additional federal funding, the DNR’s Private Lead Service Line Replacement Program resumed—and expanded—during 2021. In total, 60 communities around the state replaced lead service lines (LSLs) using this funding. The “Financial assistance” section of this report has more information about all the communities that benefitted. Here, we highlight examples of what can be accomplished with dedication and determination. A lot of dedication and determination.

The impetus for a great accomplishment can sometimes come from a negative experience. In Mayville (Dodge County) and Stoughton (Dane County), both water systems exceeded the action level for lead (Stoughton in 2019 and Mayville in 2020). Both communities were faced with deciding how best to minimize exposure to lead in their drinking water.

Neither community wanted to treat the water. Corrosion control treatment (to prevent leaching of lead into drinking water) involves adding chemicals (corrosion inhibitors) that typically have to be removed later during wastewater treatment.



In Mayville, an impressive pile of LSLs removed. The happy crew celebrating the accomplishment includes (L to R) Courtney Steger, utilities director; Tim Gutjahr, waterworks operator; and Town and Country Underground staff Troy Hottenroth and Trevor Blake.



A Stoughton crew replaces a lead service line. The city successfully used directional drilling for most LSL replacements and only dug open trenches in situations where other methods were not feasible.

Mayville and Stoughton both made an ambitious decision: they would voluntarily replace all their lead service lines. And they would do it in a single year, even though it was a pandemic year. (In Wisconsin, the ‘year’ is really a 7-month construction season.)

Funding for replacing privately-owned parts of the service lines was a huge motivator. Both Mayville and Stoughton wanted to offer LSL replacement at no cost to their consumers. Both communities applied and received funding in 2021.

In Mayville (population 4,875), the project had enthusiastic community support. Children in town had been diagnosed with high blood lead levels, and the home of one child was the first house to have its LSL replaced. The city utility department fielded many calls, and neighbors spread the word to each other. The city worked with local contractors who

also live in the area, so they too got excited about completing the project.

Mayville’s project did take a few unexpected twists and turns. The city had to figure out how many lead service lines they had (and ended up replacing almost 220 LSLs). The location of a family burial plot from more than 100 years ago also factored into the project. Genealogy research is not typically part of a utilities director’s job description, but Courtney Steger rose to the challenge and solved the mystery so work could continue.

For Stoughton (population 13,146), communication with residents began in 2019, right after the action level exceedance. The city originally had a 15-year plan for replacing LSLs, but quickly decided to apply for funding and pursue a much more ambitious target. According to utilities director Jill Weiss, nobody wanted to disappoint some residents by making them wait longer for LSL replacement or risk that funding might not be available in future years.

Stoughton also found that some of its records were incomplete, and assumptions about private materials needed to be verified before mobilizing the contractor. City staff went door to door in some parts of town to compile accurate information. Residents also sent in photos and videos of their water meters and piping materials.

Stoughton used social media, local newspapers and the internet to maintain excellent communication with residents, including a web site where people could track progress of the project. Altogether, Stoughton replaced more than 700 LSLs in 2021—both publicly and privately-owned services—to reach the goal of zero lead service lines.

Reflecting on the accomplishments, both utility directors had similar recollections. Getting started is the hard part, because of hesitancy about taking on an ambitious task. After that...you deal with each challenge that comes along. Both communities will conduct two rounds of monitoring during 2022, to confirm lead levels.



Spritz, the DNR’s drinking water mascot, strikes a happy pose in Mayville.

Monitoring and reporting violations

Public water systems are required to monitor and test their water during specific time periods, to verify that contaminants do not exceed the MCL thresholds. Monitoring and reporting violations occur more frequently than MCL violations. During 2021, there were 1,224 MR violations at 788 of the state's 11,228 public water systems (7.0%). Most often, these violations resulted from failure to collect required samples, samples collected late, and failure to notify consumers of lead and copper results. Table B-2 in Appendix B summarizes the MR violations that occurred during the year.

MR violation numbers increased in 2021, mainly due to more violations of microbial contaminant monitoring requirements. This could result partly from continuing challenges of the COVID pandemic, since some contaminants are monitored at taps in consumers' homes.



Treatment technique violations

Some parts of the SDWA establish “treatment technique” requirements instead of MCL standards for controlling levels of contaminants in water. Treatment techniques are procedures or actions that public water systems must follow to control or reduce levels of certain contaminants. Treatment technique requirements have been established for controlling viruses, some bacteria, lead and copper.

Treatment technique (TT) violations occur when water systems fail to follow required procedures or complete required actions. TT violations signal the potential for health risks, since consumers cannot be certain whether their drinking water was

adequately treated or protected to reduce exposure to contaminants.

Among Wisconsin's 11,228 public water systems, 103 systems had treatment technique violations during 2021, meaning that 99.1% of the state's systems met these health-based requirements. Wisconsin's water systems have maintained a similar high rate of compliance with treatment technique requirements for several years running. Most TT violations resulted from failing to meet deadlines for correcting defects or deficiencies identified during inspections or failing to follow approved seasonal start-up procedures. Table B-3 in Appendix B summarizes the treatment technique violations during 2021.

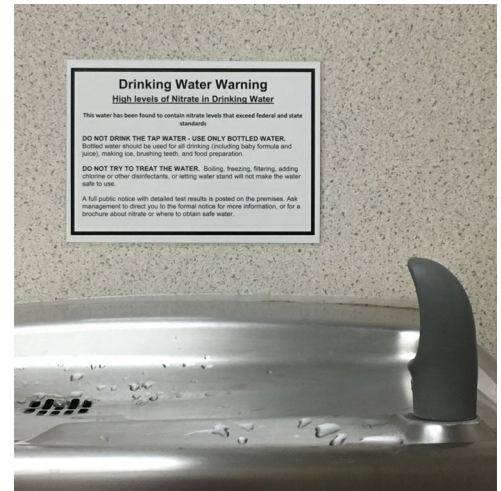
Notification and reporting violations

Communicating with consumers about their drinking water is an important aspect of water system operation. Water systems are required to notify consumers and the DNR about multiple issues, including water quality, violations, operational problems and emergencies. Violations can occur if systems fail to provide required notifications. Table B-4 in Appendix B summarizes all the notification violations that occurred during 2021.

- **Public notice violations**

To protect public health, water systems are required to notify consumers when violations occur or a situation poses risks to human health. Exceeding a contaminant MCL, failing to monitor drinking water supplies and failing to properly treat the water are all violations that require public notification.

Public notices must inform consumers about the nature of any violations, potential health effects, corrective actions that the water system is undertaking and any preventive measures that consumers should take. If a water system fails to notify consumers as required, public notice (PN) violations can occur.



Among all the violations summarized in this report, public notice violations were most numerous. They occurred at 679 of Wisconsin’s public water systems (5.7% of all systems) during 2021, a substantial improvement over the previous year. Most PN violations stemmed from monitoring for microbial contaminants and nitrate (missed or late samples).

- **Consumer Confidence Report violations**

All community water systems (those serving residential consumers) are required to prepare and deliver a water quality report each year. This is called the Consumer Confidence Report (or CCR) and it provides information about the source of a system’s water, levels of any contaminants detected in the water, and violations incurred by the water system during the previous year. CCR violations occur whenever water systems fail to deliver this annual report to their customers. Of Wisconsin’s 1,038 community water systems, 43 (4.1%) got violations in 2021 for not delivering their CCRs on time.

- **Notification violations**

Correcting significant deficiencies at public water systems protects public health. When significant deficiencies are identified during inspections, water systems are required to correct them by specified deadlines and then notify the DNR when the corrective actions are completed. These requirements apply to all of Wisconsin’s public water systems, and failure to properly notify the DNR can cause a violation. During 2021, only 7 water systems incurred violations for failing to provide these notifications.

Overall compliance with drinking water requirements

Even though the COVID pandemic presented ongoing challenges, most of Wisconsin’s public water systems met all their regulatory requirements in 2021 (88.1% overall), a slight improvement over the previous year. Compliance rates for each type of public water system are in Appendix B, Table B-5.

DNR EFFORTS TO PROTECT WISCONSIN'S DRINKING WATER

The DNR strives to achieve its mission of ensuring the safety and availability of Wisconsin's drinking water supplies and protecting the health of the state's water resources. To meet its responsibilities for implementing the SDWA, the DNR works in multiple ways to help Wisconsin's public water systems provide safe drinking water.

Drinking water program funding & staff

Wisconsin's public water supply program receives funding from federal and state government sources (Figure 4). Despite having the largest number of public water systems nationwide, Wisconsin has fewer staff working to implement the SDWA than many other states do.

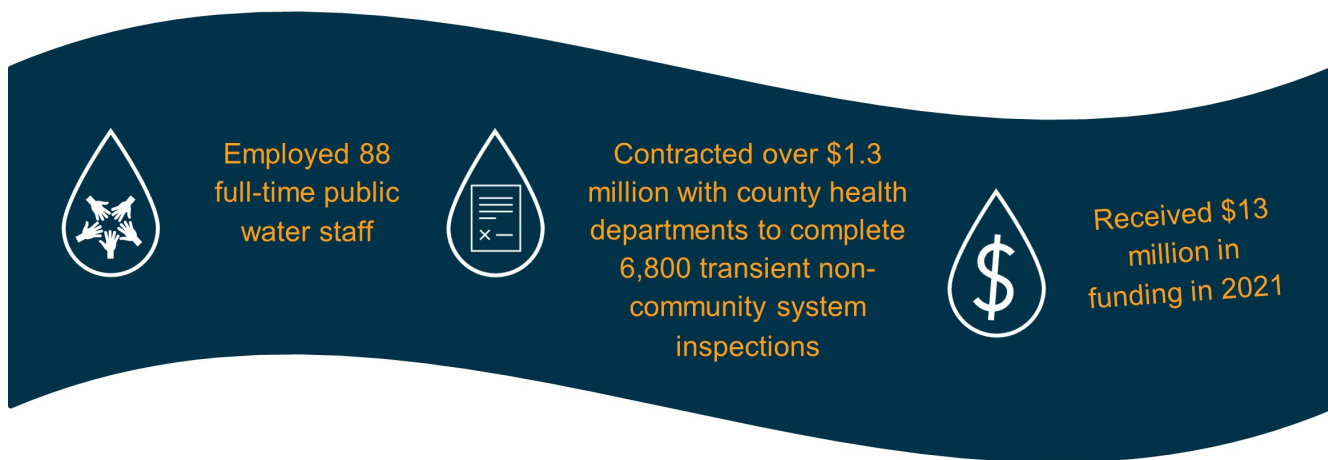


Figure 4. Funding for the DNR's public water supply program comes from both federal and state sources. During 2021, the program had 88 full-time staff.

Inspections & assessments

Inspecting public water systems is one of the DNR's fundamental responsibilities and a critically important tool. Inspections measure compliance with requirements and track changes over time. They also prevent future problems, because defects can be identified before violations or health risks occur. Compliance inspections, called "sanitary surveys," are comprehensive reviews of the water sources, pumps and piping, treatment facilities and operation and maintenance practices at public water systems.

Sanitary surveys performed during 2021

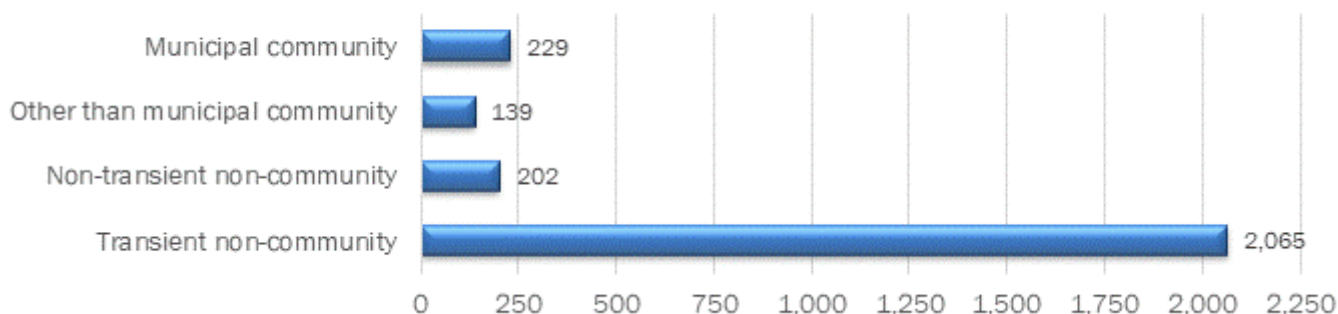


Figure 5. The DNR and its partners completed 2,635 sanitary surveys in 2021.

Sanitary surveys are performed regularly, every three years at community water systems and every five years at non-community systems. Last year, the DNR and its contracted partners conducted 2,635 sanitary surveys throughout Wisconsin (Figure 5).

In addition to regularly-scheduled sanitary surveys, the DNR performs triggered inspections called “assessments” at some water systems. When coliform bacteria are confirmed at a public water system, the DNR responds by conducting an on-site assessment of the facility. The assessment aims to identify potential pathways for microbial contamination and the corrective actions needed to remedy any sanitary defects. During 2021, the DNR and its contracted partners performed 402 of these assessments. Last year was busier than 2020, partly because field work was suspended during the early stages of the COVID pandemic.

In Wisconsin, some transient non-community systems can qualify for less frequent monitoring of microbial contaminants if they receive an annual site visit each year and correct all sanitary defects identified. During an annual site visit, the inspector checks the basic elements of the water system – wells, pumps, water storage – and looks for any changes or problems. If any sanitary defects are identified, the system owner is notified about corrective actions needed. The DNR and its contracted partners performed 6,491 annual site visits during 2021 to help water systems meet their requirements and qualify for reduced monitoring schedules.

Monitoring assistance

Compliance with monitoring requirements is essential to protecting drinking water quality for Wisconsin citizens and visitors. Water systems collect and analyze samples throughout the year to measure the quality of drinking water, and the DNR provides monitoring assistance to all operating systems in the state.

Monitoring assistance for water systems has multiple facets. The DNR sends monitoring schedules twice yearly to community and non-transient non-community water systems to help ensure that sampling requirements are met. Preliminary schedules are sent four months before the start of a calendar year (which is helpful for logistic and economic planning purposes), and final schedules are delivered at the start of each year.

Public water systems also receive all of their laboratory submission forms from the DNR. The forms are used to document sample collection procedures, sample data, shipping and holding times, and sample condition at the time of receipt by the laboratory. This ensures that water systems have the documentation necessary to comply with their monitoring requirements. The laboratory submission forms include information to notify laboratories about the contaminant(s) being monitored, the

DNR Drinking Water Program DG'S P.O. Box 7921 Madison, WI 53707		Public Water Supply BACTERIOLOGICAL ANALYSIS (ENCLOSE FORM WHEN SENDING SAMPLE TO LAB)		Rev. 10/17
Section I: System Information (to be completed by Department of Natural Resources/SAMPLER)				
System Name: _____		System Type: _____		MC ___ NN ___ OC ___ TN ___
System Address: _____		(Check one)		Region _____
City: _____		County: _____		Code: _____
PWS ID#: _____		DNR Contact: _____		
Sampler Phone/Name/Address (Notify DNR Contact of Corrections)		Sampler		
		If the laboratory has the ability to fax or e-mail results to you and you would like the lab to do that, please provide the appropriate information (leave blank if you prefer a paper copy):		
		Fax number: _____		
		E-mail: _____		
Sample Source (location):		Sample Type (check one only -- see instructions on back):		
___ D - Distribution System		___ D - Routine Distribution		
___ W - Well/Source		___ N - New Construction		
		___ C* - Check: Same location as Positive "D" Sample		
		___ I - Investigation		
		___ R* - Repeat: Within 5 connects of Positive "D" Sample		
		___ W - (Raw) Water		
		___ A - Additional Routine (month following positive "D")		
		WI Unique Well No: _____		
		Entry Point ID: _____		
		*IF THE SAMPLE TYPE IS "C" or "R":		
		"D" or "A" Positive Sample Date: ___/___/___ "D" or "A" Positive Sample ID: _____		
Special Instructions: _____				
Collect sample between: ___/___/___ and ___/___/___ SAMPLES MUST BE ANALYZED WITHIN 30 HOURS OF COLLECTION. SEE SAMPLING INSTRUCTIONS ON BACK.				

monitoring period, sample site location, sample instructions, sample collector and DNR representative.

The DNR provides updated monitoring site location plans to all community and non-transient non-community systems annually. These plans ensure that systems have current information about their approved monitoring site locations. Monitoring at approved locations is necessary for proper and consistent assessment of drinking water quality.

The DNR also distributes supplemental information annually to water systems that monitor for lead and copper. The information includes laboratory submission forms, instructions for sample collection, explanations of compliance determinations, forms for notifying consumers of sample results and certification forms for submitting information to the DNR. This helps ensure that water systems collect lead and copper samples properly, understand compliance determinations and inform residents of analytical results when samples are collected from their homes.

Community and non-transient non-community water systems are eligible for monitoring waivers, or reduced monitoring frequencies, based on an assessment of potential contaminant sources and well vulnerability. During the vulnerability evaluation, the DNR reviews previous water quality results, groundwater proximity to potential contaminant sources, local geology and well construction.

Assessments for monitoring waivers are conducted and reviewed on a three-year cycle, and each year the DNR distributes monitoring assessment information to the systems eligible for waivers. The evaluations are used to determine the proper monitoring frequency for all regulated contaminants. This monitoring assessment process enables systems to reduce monitoring costs by approximately \$3 million annually statewide.

Assisting private well owners

Some DNR staff specialize in assisting individual well owners, since almost one-third of the state's population obtains their drinking water from private wells. Staff inspect new non-community wells during construction and pump installation whenever possible. Inspecting wells under construction can identify issues and allow them to be corrected before a well is placed into service. Inspections also ensure compliance with regulatory standards and protect the drinking water resource. The DNR added a well inspector position to increase the number of well inspections staff can conduct and help to maintain a high level of customer service to well owners in the state.

Enforcing drinking water regulations

Whenever water systems are not meeting the drinking water requirements, the DNR works to resolve issues quickly to protect public health. The DNR follows a "stepped enforcement" process to help water systems return to compliance. Stepped enforcement includes a series of actions designed to resolve violations at the lowest level – of formality and severity – that is appropriate.

Many violations are resolved quickly and early in the process. The DNR initially responds to most violations by sending a written Notice of Noncompliance (NON) to public water systems. Most often, action is taken immediately to return to compliance.

When health-based violations occur – either because contaminants exceed the MCL standards or because deficiencies and defects are not corrected as required – or if a system does not take action after

receiving a NON, the enforcement process is formalized to resolve problems. Subsequent enforcement steps include a Notice of Violation and enforcement conference, which may be followed by written consent orders, administrative orders or penalty orders.

Whenever possible, the DNR’s enforcement process emphasizes voluntary agreements to take corrective action and establish a timeline for returning to compliance. On rare occasions when the DNR cannot resolve violations by collaborating with a water system, a case may be referred to the Wisconsin Department of Justice or EPA for further enforcement.

Table 4 summarizes the DNR’s enforcement activity during 2021. Last year, the DNR sent 1,804 Notice of Noncompliance letters but only 33 Notices of Violation. This illustrates that most water systems resolved violations promptly after being notified of problems and did not need additional enforcement.

Table 4. Drinking water enforcement during 2021		
enforcement action	purpose	number
Notice of Noncompliance (NON) sent	NON informs public water system owner about failure to collect samples, report results, or distribute required information or notices and actions needed for returning to compliance	1,804
Notice of Violation (NOV) sent	NOV notifies water system owner about a violation and schedules a meeting with DNR staff for more detailed discussion.	33
Enforcement conference held	Enforcement conferences are held to discuss the enforcement process, possible corrective actions and a timeline for returning to compliance.	23
Compliance agreement signed	Compliance agreement is a voluntary agreement describing corrective actions and the timeline for correcting violations. Agreements are typically used when return to compliance can be accomplished within a short time frame.	1
Consent order signed or administrative order issued	Consent or administrative order describes corrective actions and establishes a timeline and deadline for returning to compliance. Orders are usually used when returning to compliance will take longer than six months. Some administrative orders can include forfeitures (penalties).	22
Referred to WI Department of Justice	Referral occurs when further enforcement is needed.	4

Protecting water sources

Preventing contamination is one of the best ways to safeguard drinking water supplies. Wellhead protection (WHP) is a preventive program designed to protect public water supply sources and reduce infrastructure costs, treatment costs and public health risk. It represents a “first line of defense” approach to protecting our drinking water.

Wellhead protection helps to prevent contaminants from entering public water supplies by managing the land use that contributes water to wells. Wisconsin’s wellhead protection program incorporates both regulatory and voluntary approaches, and the DNR encourages the development and implementation of wellhead protection plans for all public water systems to protect wells from potential contamination. During 2021, the DNR approved eight new wellhead protection plans covering 12 individual wells.

For communities with approved plans, source water protection also involves wellhead protection ordinances. The DNR provides examples of ordinances and also encourages adoption of county-wide ordinances and wellhead protection zoning districts, which can limit potential contamination sources within a wellhead protection area. As of Sept. 30, 2021, 42% of the municipal water systems that rely on groundwater had achieved this level of wellhead protection.

The DNR uses partnerships and collaboration to provide strategic and technical assistance to communities to enhance their wellhead protection efforts. Using DNR funding, the Wisconsin Rural Water Association (WRWA) assists communities with development of their plans. WRWA also helped the city of Ashland develop a voluntary surface water-based source water protection plan, which will create new opportunities for collaboration to reduce pollutants within watershed-level areas.



The DNR also worked with technical partners to use groundwater flow modeling in new ways that will assist communities in source water protection efforts and develop new source water assessment and decision support tools that will help implement pollutant reductions in critical areas contributing recharge to wells. Some of the DNR's source water protection efforts include:

- Establishing well construction standards, well filling and sealing standards, and requirements that prevent cross-aquifer contamination.
- Utilizing extensive groundwater quality and well construction databases to analyze conditions statewide and create tools, such as aquifer nitrate penetration graphs, to help well owners obtain safe water.
- Funding research to address priority water resource concerns.
- Reviewing and permitting new high capacity wells, including siting and impacts to water quantity and quality.
- Providing hydrogeologic analyses to assist with siting, permitting, and design of Concentrated Animal Feeding Operations.
- Mapping watersheds for nutrient impact areas of concern, to be incorporated into pollution reduction strategies.
- Implementing the Nitrate Demonstration Initiative to develop transferable methods for reducing agricultural nutrient impacts in source water protection areas.

Maintaining strong partnerships

In Wisconsin, working toward the goal of safe drinking water is a cooperative effort involving public water systems, professional associations, individual operators, the DNR, local agencies, EPA, water consumers and many others. As part of this effort, the DNR contracts with numerous organizations to provide technical assistance, training and compliance support to the state’s water system owners and operators.

- **Compliance support**

The DNR’s partnerships with county health departments are crucial to providing experienced inspections and monitoring of transient non-community water systems across the state. Wisconsin has 9,284 of these systems, which include small businesses, churches, restaurants, campgrounds and parks. The DNR has contracts with 45 county health departments that cover 54 counties and 74% of the transient non-community systems in the state (Figure 6).

County agents are responsible for conducting inspections at these water systems, and they also perform all routine and triggered monitoring. When contaminants are detected, the inspectors assist these water systems with finding sources of problems and identifying corrective actions to fix them.

During 2021, the county health departments still faced challenges presented by working through, and responding to, the ongoing COVID pandemic. The county agents met these challenges and continued to provide experienced inspections, monitoring and valuable assistance at transient non-community water systems across the state.

County sanitarians conducted 5,319 annual site inspections, 1,516 sanitary surveys and 234 assessments during 2021. It was a busy year, with a higher number of assessments needed as compared to previous years. County health staff did not stop there – many also supported their counties’ private well monitoring programs. These efforts aim to improve assessments of groundwater quality and drinking water sources in their communities. Several county health departments have responded to the growing interest in protecting groundwater resources by starting their own water quality labs and collaborating with county conservation staff.

- **Technical assistance**

Wisconsin Rural Water Association (WRWA) helps small public water systems by giving them regular reminders about monitoring requirements and upcoming deadlines and providing specialized, on-site technical assistance. This assistance helps to train new operators and troubleshoot problems that



Figure 6. DNR contracts with county health departments that provide services to TN water systems in 54 counties around the state.

occur. WRWA helps with a wide variety of topics, including new and seasonal water system start-up, water loss, reporting and completing compliance documents, sampling and monitoring, contaminant tracing and investigation, monitoring site assessments, and winter operations. This program is funded through a contract with the DNR, and technical assistance is provided at no cost to the water systems.

During 2021, WRWA delivered more than 5,300 monitoring reminders and performed more than 600 on-site and 'on-site virtual' visits at other-than-municipal community and non-transient non-community water systems all around the state. The DNR has a long-running partnership with WRWA, and both organizations regularly share feedback on how to improve their assistance to the state's small water systems. This technical assistance has helped reduce violations at OC and NN systems from over 2,000 to about 120 per quarter. This dramatic improvement saves time spent having to follow up on violations, for both DNR staff and water system operators.

The COVID-19 pandemic presented many special challenges over the past two years. Early in the pandemic, some water systems and businesses did not want to receive on-site technical assistance to avoid possible COVID transmission. The DNR and WRWA worked together and devised 'on-site virtual visits.' On-site virtual visits allow WRWA to provide technical assistance via video-conferencing apps and extended phone calls. These alternative means offer a safe and effective way for WRWA to provide in-depth technical assistance to water systems that need it. WRWA can complete its technical assistance work for the DNR and maintain a high level of service in a socially-distanced manner for water system personnel that prefer this. The on-site virtual visits offer additional flexibility for the DNR's technical assistance program, and the DNR's Technical Assistance Coordinator continues to evaluate novel ways to improve the program.

- ***Training***

Moraine Park Technical College (MPTC) and Wisconsin Rural Water Association both provide training for water system operators to obtain certification and required continuing education. The DNR contracts with WRWA to provide hopeful Water System operators (for OC and NN systems) with exam preparation training and help them pass the certification exam. Under a long-standing contract with the DNR, MPTC provides both continuing education and exam preparation for Waterworks operators (for MC systems). MPTC also provides continuing education training for water system operators at the state's OC and NN water systems. Both organizations are essential to helping build and develop a robust and knowledgeable drinking water workforce for our state.

When the COVID pandemic started, the DNR immediately worked with both WRWA and MPTC to find alternatives to in-person learning. At that time, all DNR-sponsored continuing education training and classes converted to a virtual format. Both organizations now provide hybrid learning opportunities, offering both in-person and online (or virtual) classes. These new formats allow DNR-sponsored classes to have a greater reach across the state and better meet the needs of different operators who prefer one format over the other.

Financial assistance

Wisconsin receives federal funding to implement the SDWA, and the DNR uses most of it to provide low-interest loans and principal forgiveness awards for infrastructure improvements at eligible municipal water systems. This financial assistance funds projects that help Wisconsin communities meet the goal of providing safe drinking



water for consumers at affordable prices. The DNR's community financial assistance program and public water staff work together to manage the funding.

- ***Safe Drinking Water Loan Program***

Wisconsin's Safe Drinking Water Loan Program provides affordable financial assistance to municipalities, helping them undertake infrastructure projects to protect public health and achieve or maintain compliance with drinking water regulations. The DNR awarded almost \$46 million in loan program funding during 2021. Since the Safe Drinking Water Loan Program began in 1998, 541 projects in Wisconsin have received more than \$880.9 million in funding.

Last year's funding was comprised of \$41.4 million in low interest loans and \$4.4 million in principal forgiveness. Depending on prevailing interest rates, communities can save 20-30% from a lower interest rate loan compared with a market rate loan. Wisconsin communities are using loan program funds for a variety of infrastructure improvements.

- The village of Nekoosa received \$1,318,380 to replace water mains on Wood Avenue.
- The village of Maiden Rock received \$400,719 to construct a new well, wellhouse and connecting main to resolve issues at an existing well with microbiological contamination.
- The city of Milwaukee received \$27,323,813 for water main replacements throughout the city.
- The village of Grantsburg received \$925,886 to install new pressure filters and other improvements at Well 3 to address iron and manganese exceedances.
- The village of Cambria received \$1,316,333 to construct a new well, wellhouse and connecting main to resolve issues at an existing well that has radium exceedances.
- The city of Menasha received \$997,383 to replace water mains.

Appendix C lists the 21 projects that were awarded loan program funding during 2021.

- ***Private Lead Service Line Replacement Program***

Wisconsin has pioneered innovative approaches to funding lead service line (LSL) replacement in communities around the state. Replacing lead service lines is one of the most effective methods for preventing exposure to lead in drinking water. It is critically important to replace the entire service –

both the publicly-owned and privately-owned parts – because research shows that partial LSL replacement can actually increase short-term exposure to lead.

Wisconsin’s innovative approach to funding LSL replacement began when the DNR created the Private Lead Service Line Replacement Program several years ago. Then, federal legislation passed during 2019 (the Water Infrastructure Financing Transfer Act) allowed states to transfer funds from the Clean Water Fund Program into the Safe Drinking Water Loan Program specifically for addressing threats to public health from exposure to lead in drinking water. For Wisconsin, this transfer has provided another \$63.8 million for LSL replacement.



The new Private Lead Service Line Replacement Program awards all funding as principal forgiveness, allowing communities to replace their privately-owned LSLs without incurring any debt. (Replacement of publicly-owned LSLs is eligible for regular Safe Drinking Water Loan Program funding.) The new program has broader eligibility criteria, so all municipalities can now apply for this funding.

During 2021, a total of 60 communities received \$33.3 million in principal forgiveness funding for private LSL replacements. Elsewhere in this report, we highlight two communities that replaced all their lead service lines using this funding. Appendix D lists all the communities that received Private Lead Service Line Replacement Program funding last year.



Drinking Water News on Tap **New grants help small water systems make needed repairs**

For the first time, the DNR awarded grants to some non-municipal water systems during 2021. The federal Water Infrastructure Improvements for the Nation Act allowed EPA to make these grant funds available for water systems that do not get funding through the Safe Drinking Water Loan Program, because they are not owned by municipalities. The grants were targeted specifically at small, underserved, and disadvantaged communities.

Wisconsin received \$722,000 for these grants, which funded important repairs and improvements at several water systems around the state during 2021. Projects receiving grants included:

- **Anthony Acres School**, a rural charter school in Eau Claire County, had nitrate contamination in its water supply. The grant funded construction of a new well, drilled to greater depth, that provides low-nitrate water.
- **Pine Ridge** is a small apartment building in Dunn County that specializes in serving elderly and disabled residents. The system’s only well exceeded the drinking water standard for uranium. The grant funded construction of a new well, drilled into a deeper rock formation, a new wellhouse cover and improvements to the pump controls.
- **Hoffmanns Wissota Court** is a manufactured housing community in Chippewa County. The system’s only well exceeded the nitrate standard. Local geology and site conditions made treatment the most feasible option. The grant funded construction and installation of a treatment system along with a new wellhouse expansion.

- **Pine Edge** is a manufactured housing community near Eau Claire. The facility needs two wells to adequately supply all its residents, but one well was contaminated with nitrate. The grant funded construction of a new well that could meet the system's capacity needs and also supply low nitrate water. The project included a wellhouse cover over the new well and additional upgrades to the pumping controls. The old, contaminated well was also permanently filled and sealed.

Wisconsin has applied for additional WIIN funding (\$564,000) to allow more grants next year. EPA is currently reviewing our application.

MEETING FUTURE CHALLENGES

Wisconsin's water supply infrastructure – like the rest of the nation's – is aging. Communities and their citizens face steep costs to maintain and upgrade the wells, pumps, pipes, and treatment facilities needed to bring drinking water to our homes and businesses every day.

EPA quantifies the nationwide need using a Drinking Water Infrastructure Needs Survey and Assessment. The most recent survey, from 2015, estimated that \$472.6 billion will be needed to meet the nation's drinking water infrastructure needs between 2015 and 2034. The price tag for the state of Wisconsin was estimated to be over \$8.5 billion.

EPA started the 7th Drinking Water Infrastructure Needs Survey and Assessment during 2021. Wisconsin submitted completed questionnaires for all the water systems in our state's sample. EPA is currently reviewing the questionnaires and, once finished, the data collection phase of the survey will be completed. We anticipate this assessment of nationwide drinking water needs will be published in 2023.

One monumental event in 2021 happened late in the year, when the federal Bipartisan Infrastructure Law (BIL) was passed. The BIL allocates more than \$35 billion toward safe drinking water and has been described as a once-in-a-lifetime investment in the nation's drinking water infrastructure. For 2022, Wisconsin's share of the funding will be a significant amount:

- almost \$30.7 million for the Safe Drinking Water Loan Program and implementation of the SDWA
- \$48.3 million for lead service line replacement
- almost \$12.9 million to address emerging contaminants, including perfluoroalkyl and polyfluoroalkyl substances (PFAS) in drinking water

Funding from the BIL will begin in 2022 and continue for the next five years.



Physical infrastructure is not the only need, though. Drinking water programs nationwide are struggling to do more with less. The DNR and other state agencies have taken on more work to meet expanding responsibilities for implementing the SDWA and to address new issues like emerging contaminants. For example, EPA revised the national requirements for controlling lead and copper in drinking water during 2021 but also announced more revisions to come. The new regulations should help to reduce exposure to lead and protect public health, but the requirements are becoming increasingly complex, and the size of the DNR's drinking water staff has not kept pace with these changes.

The drinking water field has also faced more widespread workforce challenges for years now. Certified water system operators are aging and retiring, creating a need for help from a new generation. Nationally, there is a 40% gap between current funding and staffing levels and what states need to address all the challenges facing public water systems.

The DNR is committed to protecting the state's drinking water and public health today and into the future. Although the future holds numerous challenges, many partners working together—including public water system owners and operators, water industry professionals, training and technical assistance providers and other agencies—will strive to meet the goal of providing a safe and adequate supply of drinking water to everyone in Wisconsin.

APPENDIX A. Maximum permissible levels of contaminants in drinking water

The tables in this appendix show the Maximum Contaminant Levels (MCLs) for the various types of regulated drinking water contaminants.

Table A-1. MCLs for microbial contaminants	
contaminant	MCL
<i>Escherichia coli</i> bacteria	MCL exceedance can occur in several ways: <ul style="list-style-type: none"> • <i>E. coli</i>-positive repeat sample following a total coliform-positive routine sample. • Total coliform-positive repeat sample following an <i>E. coli</i>-positive routine sample. • Failure to collect all required repeat samples following an <i>E. coli</i>-positive routine sample. • Failure to test for <i>E. coli</i> after a total coliform-positive repeat sample.

Table A-2. MCLs for inorganic contaminants					
contaminant	MCL (mg/L)	contaminant	MCL (mg/L)	contaminant	MCL (mg/L)
Antimony	0.006	Chromium	0.1	Nickel	0.1
Arsenic	0.01	Copper	1.3 is Action Level*	Nitrate	10
Asbestos (fiber length >10 microns)	7 million fibers/L	Cyanide	0.2	Nitrite	1
Barium	2	Fluoride	4	Total Nitrate & Nitrite	10
Beryllium	0.004	Lead	0.015 is Action Level*	Selenium	0.05
Cadmium	0.005	Mercury	0.002	Thallium	0.002

* Exceeding an action level is not a violation; it requires water systems to take additional steps and employ techniques to control the corrosiveness of water.

Table A-3. MCLs for radionuclides	
contaminant	MCL
Gross alpha particle activity	15 picocuries per liter
Radium-226 and Radium-228	5 picocuries per liter
Uranium	30 micrograms per liter

Table A-4. MCLs for disinfectants and disinfection byproducts			
DISINFECTION BYPRODUCTS		RESIDUAL DISINFECTANTS	
contaminant	MCL (mg/L)	disinfectant	MRDL * (mg/L)
Bromate	0.01	Chloramines (as Cl ₂)	4
Chlorite	1	Chlorine (as Cl ₂)	4
Haloacetic Acids	0.06	Chlorine dioxide (as ClO ₂)	0.8
Total Trihalomethanes	0.08	* MRDL = maximum residual disinfectant level	

Table A-5. MCLs for organic contaminants					
SYNTHETIC ORGANIC CONTAMINANTS (30 contaminants in group)					
contaminant	MCL (mg/L)	contaminant	MCL (mg/L)	contaminant	MCL (mg/L)
2,4-D	0.07	Dibromochloropropane	0.0002	Hexachlorobenzene	0.001
2,4,5-TP	0.05	Dinoseb	0.007	Hexachlorocyclopentadiene	0.05
Alachlor	0.002	Dioxin	3 x 10 ⁻⁸	Lindane	0.0002
Atrazine	0.003	Diquat	0.02	Methoxychlor	0.04
Benzo(a)pyrene	0.0002	Endothall	0.1	Oxamy	0.2
Carbofuran	0.04	Endrin	0.002	PCBs	0.0005
Chlordane	0.002	Ethylene Dibromide	0.00005	Pentachlorophenol	0.001
Dalapon	0.2	Glyphosate	0.7	Picloram	0.001
Di(2-ethylhexyl)adipate	0.4	Heptachlor	0.0004	Simazine	0.004
Di(2-ethylhexyl)phthalate	0.006	Heptachlor epoxide	0.0002	Toxaphene	0.003
VOLATILE ORGANIC CONTAMINANTS (21 contaminants in group)					
contaminant	MCL (mg/L)	contaminant	MCL (mg/L)	contaminant	MCL (mg/L)
Benzene	0.005	1,2-Dichloroethylene,trans	0.1	Toluene	1
Carbon Tetrachloride	0.005	Dichloromethane	0.005	1,2,4 Trichlorobenzene	0.07
o-Dichlorobenzene	0.6	1,2-Dichloropropane	0.005	1,1,1-Trichloroethane	0.2
p-Dichlorobenzene	0.075	Ethylbenzene	0.7	1,1,2 Trichloroethane	0.005
1,2-Dichloroethane	0.005	Chlorobenzene	0.1	Trichloroethylene	0.005
1,1-Dichloroethylene	0.007	Styrene	0.1	Vinyl Chloride	0.0002
1,2-Dichloroethylene,cis	0.07	Tetrachloroethylene	0.005	Xylenes (Total)	10

Table A-6. Secondary drinking water standards

Water containing inorganic chemicals in quantities above these limits is not hazardous to health but may be objectionable.

chemical	standard (mg/L)	chemical	standard (mg/L)
Aluminum	0.05 to 0.2	Iron	0.3
Chloride	250	Manganese	0.05
Color	15 units	Odor	3 (threshold number)
Copper	1	Silver	0.1
Corrosivity	Noncorrosive	Sulfate	250
Fluoride	2	Total Dissolved Solids (TDS)	500
Foaming agents	0.5	Zinc	5
Hydrogen Sulfide	Not detectable		

APPENDIX B. Summary of violations of drinking water requirements during 2021

The following tables summarize violations incurred by Wisconsin's public water systems during 2021. The tables show violations of contaminant standards, monitoring and reporting requirements, treatment technique requirements, and notification requirements.

Table B-1. Maximum Contaminant Level violations during 2021						
contaminant	number of water systems with violations					number of violations
	total systems*	MC	OC	NN	TN	
MICROBIAL CONTAMINANTS	23	0	2	0	21	26
Total coliform bacteria					5	5
<i>E. coli</i> bacteria			2		16	21
INORGANIC CONTAMINANTS	45	6	8	18	13	109
antimony				1	n/a	7
arsenic		1	4	10	n/a	69
nickel				1	n/a	2
nitrate		5	4	6	13 [†]	31
RADIONUCLIDES	17	15	2	n/a	n/a	354
combined radium 226+228		13	1			215
combined uranium			1			5
gross alpha particle activity		4	1			134
DISINFECTION BYPRODUCTS	2	2	0	0	n/a	3
total trihalomethanes		2				3
SYNTHETIC ORGANIC CONTAMINANTS	1	0	1	0	n/a	1
di(2-ethylhexyl) phthalate			1			
VOLATILE ORGANIC CONTAMINANTS	3	1	1	1	n/a	10
benzene		1				6
tetrachloroethylene			1			2
trichloroethylene				1		2
Overall totals	88	23	14	17	34	503
* Some water systems may have multiple violations within a contaminant group or violations in multiple categories.						
† During 2021, an additional 270 TN systems operated with nitrate levels above the MCL of 10 mg/L but below 20 mg/L.						

Table B-2. Monitoring and reporting violations during 2021

contaminant	number of water systems with violations					number of violations
	total systems*	MC	OC	NN	TN	
MICROBIAL CONTAMINANTS	510	3	46	42	419	636
Ground Water Rule			5	2	45	54
Total Coliform Rule					4	4
Revised Total Coliform Rule monitoring		3	43	41	379	564
Revised Total Coliform Rule reporting					14	14
INORGANIC CONTAMINANTS (18 contaminants in group)	318	99	44	55	120	429
arsenic		7	1	2	n/a	15
lead and copper		87	36	45	n/a	221
nitrate and nitrite		18	11	10	120	167 (201 individual contaminants)
other inorganic contaminants (13 contaminants in group)		11	5	2	n/a	26 (187 individual contaminants)
RADIONUCLIDES	43	16	27	n/a	n/a	80 (244 individual contaminants)
DISINFECTANTS & DISINFECTION BYPRODUCTS	41	33	3	5	n/a	55
residual disinfectants		10	2			15
disinfection byproducts		26	1	5		40 (74 individual contaminants)
SYNTHETIC ORGANIC CONTAMINANTS (30 contaminants in group)	5	4	0	1	n/a	6 (84 individual contaminants)
VOLATILE ORGANIC CONTAMINANTS (21 contaminants in group)	14	6	2	6	n/a	18 (360 individual contaminants)
Overall totals	788	135	98	96	459	1,224
*Some water systems may have multiple violations within a contaminant group or violations in multiple contaminant groups.						

Table B-3. Treatment technique violations during 2021

contaminant	number of water systems with violations					number of violations
	total systems*	MC	OC	NN	TN	
MICROBIAL CONTAMINANTS	72	8	9	2	53	90
Ground Water Rule	26	8	7	0	11	36
Revised Total Coliform Rule	46	0	2	2	42	54
INORGANIC CONTAMINANTS	17	9	3	5	n/a	18
Lead and Copper Rule						
DISINFECTANTS & DISINFECTION BYPRODUCTS	16	13	1	2	n/a	16
Overall totals	103	29	12	9	53	124

*Some water systems may have violations in multiple categories.

Table B-4. Notification and other violations during 2021

requirement	number of water systems with violations					number of violations
	total systems*	MC	OC	NN	TN	
Consumer Confidence Report	43	12	31	n/a	n/a	49
Ground Water Rule	7	3	0	0	4	8
Public Notice	645	56	43	39	507	1,103
Overall totals	679	63	66	39	511	1,160

*Some water systems may have multiple violations within this group.

Table B-5. Overall compliance with drinking water requirements during 2021

water system type	total number of systems	number of systems complying with all requirements	percent of systems complying
MC	610	421	69.02%
OC	428	276	64.49%
NN	906	763	84.22%
TN	9,284	8,439	90.90%
Overall totals	11,228	9,899	88.16%

APPENDIX C. Communities receiving Safe Drinking Water Loan Program funding for drinking water projects during 2021

The Safe Drinking Water Loan Program funded projects in 21 communities during 2021, for a total of \$45.8 million. Funding can be awarded as loans, principal forgiveness, or a combination to help communities throughout the state with needed infrastructure improvements.

community	principal forgiveness funding	loan funding	total funding	project description
Alma Center (village)		\$217,003	\$217,003	Elevated storage tank painting (interior and exterior), install sample tap and replace vent on top of tank.
Amery (city)		\$1,066,194	\$1,066,194	Water main replacement on Keller Ave.
Barron (city)	\$21,514	\$50,200	\$71,714	New elevated storage tank #2 and necessary piping to connect to distribution system.
Bruce (village)	\$500,000	\$356,312	\$856,312	Water main replacements on Railroad Ave, River Ave, Washington Ave, Main St and North First St.
Cambria (village)	\$394,900	\$921,433	\$1,316,333	New well #5, wellhouse, chemical feed system, and connecting mains.
Cassville (village)	\$263,162	\$321,641	\$584,803	Water main replacements on Bluff St and Fredrick St.
Grantsburg (village)	\$500,000	\$425,886	\$925,886	Modifications at well #3: new vertical pressure filters for removing iron and manganese; new chemical feed room; removal of existing polyphosphate chemical feed system; and pumphouse piping upgrades.
Iron River Sanitary District	\$216,505	\$264,616	\$481,121	Water main replacements on US Highway 2 and Front St.
Ladysmith (city)	\$393,161	\$480,529	\$873,690	Water main replacements on 1st St, East 2nd St, West 3rd St, West 4th St, and Lake Ave.
Lone Rock (village)	\$277,764	\$185,175	\$462,939	Water main replacements on multiple streets.
Maiden Rock (village)	\$120,216	\$280,503	\$400,719	Construction of new well #2, including test well; land purchase; chemical feed equipment; electrical, mechanical and generator; SCADA controls; and connecting mains.
Menasha (city)		\$997,383	\$997,383	Water main replacements on Appleton St, Eighth St, Lisbon Ave, Milwaukee St and Nicolet Blvd.
Milwaukee (city)		\$27,323,813	\$27,323,813	Water main replacements at various locations.

WISCONSIN PUBLIC WATER SYSTEMS 2021 ANNUAL DRINKING WATER REPORT

community	principal forgiveness funding	loan funding	total funding	project description
Muscoda (village)	\$333,648	\$222,432	\$556,080	Construction of new well #4, including wellhouse, chemical treatment, motor control center and generator. Water main replacements at various locations.
Nekoosa (city)	\$500,000	\$818,380	\$1,318,380	Water main replacements on Wood Ave.
Reeseville (village)		\$318,651	\$318,651	Water main replacements on Pearl St.
Shelby Sanitary District #2 (Arbor Hills)		\$714,964	\$714,964	Well #1 improvements and pumphouse building addition, including new booster pumps, new piping, new chemical feed equipment, and new SCADA control panel.
Somers (village)		\$4,456,404	\$4,456,404	Water main replacements at various locations.
Thorp (city)		\$561,415	\$561,415	Water main replacements on North Boardman St and East Grant St.
Two Rivers (city)	\$405,891	\$947,076	\$1,352,967	Water main replacements along with 18 public side lateral spot replacements.
Wausaukee (village)	\$500,000	\$461,412	\$961,412	Construction of new well #4 and wellhouse, chemical feed equipment, auxiliary power, and connecting mains.
Total 2021 funding	\$4,426,761	\$41,391,422	\$45,818,183	

APPENDIX D. Communities receiving Private Lead Service Line Replacement Program funding during 2021

The Private Lead Service Line Replacement Program funded projects in 60 communities during 2021. All funding in this program is awarded as principal forgiveness, allowing communities to replace the private portions of lead service lines without incurring any debt. According to estimates, more than 8,000 lead service lines were replaced in 2021 through this program.

community	principal forgiveness funding	estimated number of lead service lines	community	principal forgiveness funding	estimated number of lead service lines
Antigo (city)	\$455,000	75	Menomonee Falls (village)	\$1,136,530	214
Ashland (city)	\$287,919	45	Milton (city)	\$550,000	100
Baraboo (city)	\$99,000	30	Milwaukee (city)	\$3,800,000	880
Beaver Dam (city)	\$243,038	75	Mosinee (city)	\$125,000	50
Berlin (city)	\$33,750	6	Nekoosa (city)	\$129,175	40
Bloomer (city)	\$85,049	16	New Holstein (city)	\$530,023	172
Bonduel (village)	\$45,000	9	New Lisbon (city)	\$8,827	1
Cadott (village)	\$65,000	11	North Fond du Lac (village)	\$90,000	30
Columbus (city)	\$145,000	40	Oconomowoc (city)	\$207,500	83
Eau Claire (city)	\$847,600	326	Oshkosh (city)	\$280,000	160
Edgerton (city)	\$373,410	96	Osseo (city)	\$90,896	10
Elmwood (village)	\$529,650	55	Platteville (city)	\$57,000	50
Fond du Lac (city)	\$312,000	156	Racine (city)	\$1,610,120	400
Fox Point (village)	\$31,994	7	Ripon (city)	\$100,000	20
Glendale (city)	\$198,692	40	Rothschild (village)	\$251,280	69
Green Bay (city)	\$1,411,635	319	Saint Francis (city)	\$50,000	10
Hartford (city)	\$100,000	20	Schofield (city)	\$25,000	10
Hurley (city)	\$220,000	40	Shawano (city)	\$1,250,950	300
Janesville (city)	\$1,950,000	321	Sheboygan (city)	\$285,000	114
Jefferson (city)	\$275,000	75	Stoughton (city)	\$3,561,281	670
Juneau (city)	\$75,000	13	Sun Prairie (city)	\$562,500	225
Kaukauna (city)	\$435,038	118	Thorp (city)	\$67,500	15
Kenosha (city)	\$1,950,000	410	Two Rivers (city)	\$310,338	118
Kiel (city)	\$176,453	54	Waterloo (city)	\$237,041	106
Kohler (village)	\$1,993,565	404	Watertown (city)	\$694,938	150
Lake Mills (city)	\$280,000	74	Waupaca (city)	\$160,090	54
Manitowoc (city)	\$1,568,445	516	Wausau (city)	\$320,000	71
Marshfield (city)	\$616,500	137	West Allis (city)	\$294,210	60
Mayville (city)	\$960,000	247	Wisconsin Rapids (city)	\$153,000	34
Menasha (city)	\$408,000	244	Whitefish Bay (village)	\$205,000	25
Total 2021 funding				\$33,314,937	8,220



Stoughton Utilities
600 South Fourth Street
P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

News Release

Stoughton Utilities

FOR IMMEDIATE RELEASE

August 5, 2022

Contact: Jill Weiss, Utilities Director

Stoughton Utilities Reminds Customers to Call Before They Dig

Stoughton residents can call 811 three days before digging to know what's below.

As August 11 approaches, Stoughton Utilities reminds customers to use this date on the calendar – 8/11 – to serve as a natural reminder for residents to call 811 prior to any digging project. Calling 811 at least three days prior to digging ensures all underground utility lines are marked, which can save a life.

And in Wisconsin, calling 811 before you dig is state law.

Every few minutes in the United States, an underground utility line is damaged because someone decided to dig without first calling 811. Striking a single line – whether electric, water, gas, or telecommunications – can cause injury, repair costs, fines, power outages, or an explosion.

When calling 811, homeowners and contractors are connected to the local one-call center, which notifies the appropriate utility companies of their intent to dig. Professional locators are then sent to the requested digging site to mark the approximate locations of underground lines with flags, spray paint or both. Stoughton Utilities will arrive within three days to mark our underground electric, water, and sanitary sewer lines, as will the natural gas provider and all telecommunications companies.

Every digging project, no matter how large or small, warrants a call to 811. Installing a mailbox, building a deck, planting a tree, and laying a patio are all examples of digging projects that require a call to 811 before getting starting.



“On August 11 and throughout the year, we remind homeowners and professional contractors alike to call 811 before digging to reduce the risk of striking an underground utility line,” said Stoughton Utilities Director Jill Weiss. “It really is the only way to know which utilities are buried in your area, and what lies beneath the ground.”

The depth of utility lines can vary for reasons such as erosion, previous digging projects, type of utility, and uneven surfaces. Every project requires a new 811 request before digging.

Here’s the process for contacting your local 811 call center, courtesy of call811.com:

1. Notify your local Digger’s Hotline call center by calling 8-1-1, or by making an online request at diggershotline.com, at least three days before beginning your project.
2. Wait the required amount of time for all affected utility operators to respond to your request.
3. Visually verify that all affected utility operators have responded to your request and marked underground utilities. If you have a reason to believe that not all lines have been located, call 811 to follow-up.
4. Respect the marks.
5. Dig around the marks with care.

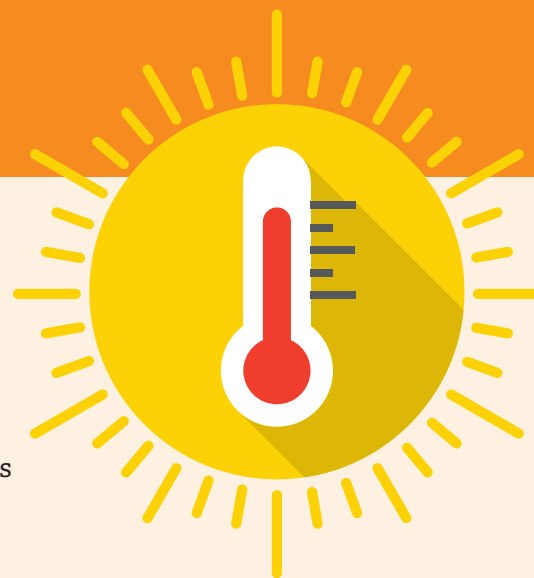
Wisconsin Diggers’ Hotline
8-1-1 or (800) 242-8511
www.diggershotline.com

Founded in 1886, Stoughton Utilities serves electric customers in Stoughton and the surrounding area, and wastewater and water customers in Stoughton.

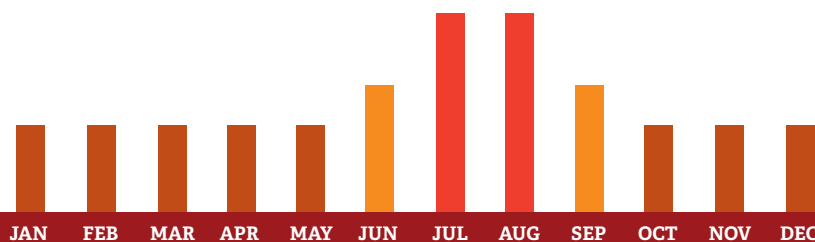
DID YOU KNOW?

Energy costs are rising...

Overall customer demand for electricity is at its highest in the summer months, largely due to increased air conditioner use. Higher demand means that costs go up. In addition, the cost of energy is trending to be much higher than what we have seen in prior years. This trend is due to increasing natural gas prices and the early retirement of coal burning power plants. If the current trend of higher energy costs continues across the electric system, **your bill this summer may be much higher** than in previous years.



MONTHLY ELECTRICITY COSTS



Summer is a great time to save.

Here are some easy ways to save energy (and money) this summer:

- **Get a professional air conditioner tune-up.** A well-working air conditioner can save 5-15% on cooling costs.
- **Set your thermostat** to at least 80 degrees when you are away.
- **Install a smart programmable thermostat.** Visit focusonenergy.com for information on available discounts and rebates.
- **Run your dishwasher** only when it is fully loaded. Turn off the dry cycle and air dry dishes instead.
- **Close shades and blinds** during the day to block some of the sun's heat.
- **Use ceiling fans.** The air movement in the room can make it feel 4 degrees cooler.
- **Change to LED bulbs.** They use less energy and give off far less heat.
- **Consider switching to our Nights & Weekend Smart Plan** and pay a lower rate when you shift your energy use to nights and weekends.

BUDGET PAYMENT PLAN

Avoid unpredictable utility bills and make balancing your budget a little easier. Pay the same amount each month, based on the average of your actual bill charges during the previous 12 months. Your utility bill will continue to show how much energy you used. Enroll in autopay at the same time so you never have to remember to mail a check! **Log in to My Account to sign up!**



At Stoughton Utilities, we join forces with other local not-for-profit utilities through WPPI Energy to share resources and lower costs.

stoughtonutilities.com (608) 873-3379

Shared strength through  WPPI Energy



Stoughton Utilities

600 South Fourth Street
P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Subject: Status of the Utilities Committee Recommendation(s) to the Stoughton Common Council

The following items from prior Stoughton Utilities Committee Meeting(s) were presented to and/or acted upon by the Stoughton Common Council at their July 26, 2022 meeting:

Consent Agenda:

1. Minutes of the June 27, 2022 Regular Utilities Committee Meeting
2. Stoughton Utilities Payments Due List Report
3. Stoughton Utilities May Financial Summary
4. Stoughton Utilities Statistical Report

Business:

1. Stoughton Utilities 2021 Audit Reports and Management Letter
2. Resolution Authorizing the Issuance and Sale of up to \$1,659,096 Waterworks System revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto
3. Wisconsin Department of Transportation State/Municipal Financial Agreement



600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Subject: Lease Inquiry Regarding the Placement of Communication Antennas on Stoughton Utilities Tower No. 2 Located at 1430 Furseth Road

Stoughton Utilities has been contacted by a cellular wireless communications provider expressing interest in negotiating a lease to place communications antennas on our Tower No. 2 located on Furseth Rd. This lease would provide an additional source of revenue to the water utility.

If Stoughton Utilities continues negotiations, the provider will be responsible for all legal and engineering costs associated with the lease negotiation and project design. Staff will enter into a development plan review cost reimbursement agreement with the provider and seek a \$15,000 deposit.

Prior to entering into a cost reimbursement agreement with the provider and requesting a deposit to begin negotiations, staff felt it was prudent to determine if a lease on this tower is something the committee could support.

It is requested that the Stoughton Utilities Committee consider the lease inquiry and direct staff to proceed with negotiations for the placement of communication antennas on Stoughton Utilities Tower No. 2.



Google



58

Fitchburg Home Services

Valerie Shields

Furseth Rd Furseth Rd

Furseth Rd

Furseth Rd

Furseth Rd

Furseth Rd

Furseth Rd

Furseth Rd

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600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Subject: Stoughton Utilities Strategic Alignment and Position Description Updates

This item may move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

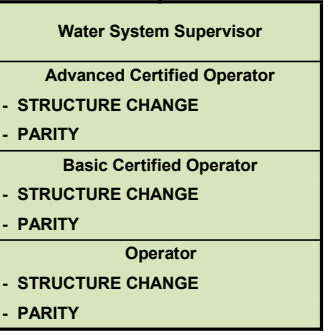
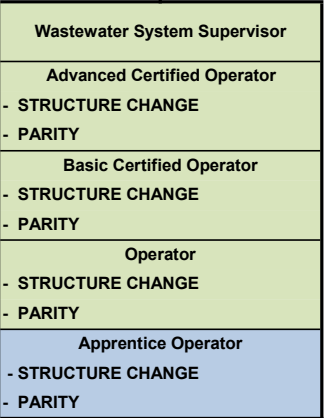
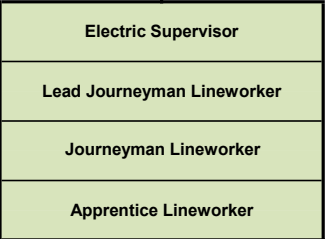
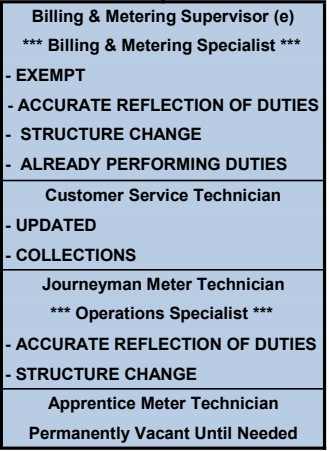
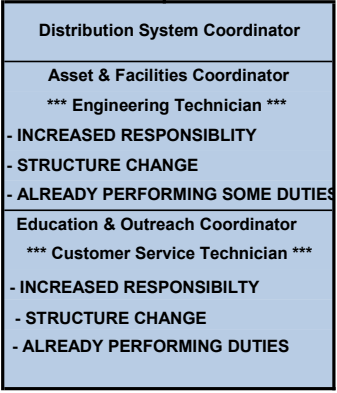
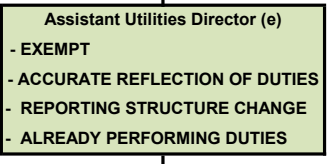
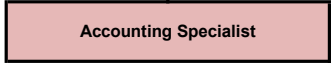
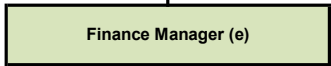
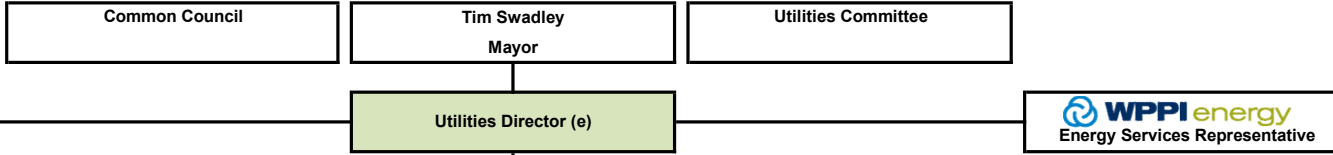
As first authorized in the 2021 Utilities operating budget and renewed in the 2022 operating budget, Stoughton Utilities staff has been engaged in strategic planning efforts, looking at retention and recruitment strategies, succession planning, organization structure, position descriptions for current and future positions, and staffing needs moving forward.

At its March 14, 2022 regular meeting, the Stoughton Utilities Committee approved the proposed Stoughton Utilities personnel organization structure and position descriptions and recommended approval to the Stoughton Personnel Committee and Stoughton Common Council, with such changes as are acceptable to and recommended by the City of Stoughton Director of Human Resources.

The final stage of our strategic planning effort has been completed, and we have developed an updated utility personnel organizational structure and strategic plan. Enclosed in the packet are the following items:

- Proposed Stoughton Utilities organizational chart with summary descriptions of position changes
- Updated Stoughton Utilities position descriptions
- Redlined versions of the current Stoughton Utilities position descriptions

We are requesting that the Stoughton Utilities Committee approve the proposed Stoughton Utilities final strategic plan and recommend approval to the Stoughton Personnel Committee and Stoughton Common Council. This plan is scheduled to be presented to the Stoughton Personnel Committee on August 16, 2022, and the Stoughton Common Council on August 23, 2022.



UPDATED

NEW POSITION

FUTURE REVISIONS

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Wastewater System Division** *Advanced Certified Wastewater Operator*

REPORTS TO: Wastewater System Supervisor PAY GRADE: W-4 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other Advanced Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and
- other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

- At the discretion of the Utilities Director, this position may temporarily be assigned as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assume all obligations and responsibility for regulatory compliance.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, and three or more years water and/or wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Successful completion of the DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the above DNR operator and laboratory certifications.
- Commercial driver’s license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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; engineering reports; technical operating manuals; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Water System Division** *Advanced Certified Water Operator*

REPORTS TO: Water System Supervisor PAY GRADE: W-4 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on water distribution operations. This position is identical to other Advanced Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provide safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

- At the discretion of the Utilities Director, this position may temporarily be assigned as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assume all obligations and responsibility for regulatory compliance.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent and three or more years water and/or wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Successful completion of the Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the above DNR operator and laboratory certifications.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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; engineering reports; technical operating manuals; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Electric System Division** *Apprentice Lineworker*

REPORTS TO: Electric System Supervisor PAY GRADE: EL-2 FLSA: N

SUMMARY OF POSITION

The purpose of positions in this classification is to efficiently and safely assist in performing electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards. Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility's Apprentice Lineworker program.

This position is intended to provide education and on-the-job training leading to Journeyman Lineworker status and requires continual progression, and is not considered a permanent employment status. Advancement to Journeyman Lineworker status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Performs all other industry-standard duties expected of an apprentice lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.

- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- Responds to customer inquiries and complaints and performs corrective measures. Communicates with customers as required to resolve customer 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.
- Installs, repairs, and maintains municipal street lighting.
- Monitors system tree trimming and removal needs, and ensures clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects and resolves line clearance complaints and inquiries.
- Participates in the utility's apprentice lineworker program, including soliciting and receiving education and mentorship, and working towards advancement through the program.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.

- Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call. As progression through the apprenticeship program occurs, maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC).

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent and vocational/technical training in electrical systems, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Successful completion of a nine-month electric power distribution technical course, or enrollment in the State of Wisconsin lineworker apprenticeship program preferred.
- Ability to maintain enrollment in the State of Wisconsin lineworker apprenticeship program is required.
- Ability to obtain and maintain forklift certification and CPR/First Aid certification is required.
- Ability to obtain and maintain a commercial driver's license with tanker and airbrake certification is required. A valid motor vehicle operator's license is required at hire.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Transportation rules and regulations; and safety rules and manuals.
- 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 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 City personnel, electricians, contractors, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, textures, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Apprentice Meter Technician*

REPORTS TO: Billing & Metering Supervisor PAY GRADE: EL-1 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to assist in the maintenance, repairs, testing, installation, and reading of electric and water meters, and to complete water cross connection inspections for the City of Stoughton. This position shall be responsible for assisting in the evaluation of electric and water services and determination of the appropriate metering design, procurement and maintenance of electric and water meters and test equipment, maintenance of electric and water meter records, and installation of electric and water meters and equipment.

Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility's apprentice meter technician program.

This position is intended to provide education and on-the-job training leading to Journeyman Meter Technician status and requires continual progression, and is not considered a permanent employment status. Advancement to Journeyman Meter Technician status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Maintains the utility's electric and water meter testing programs to ensure compliance with Public Service Commission of Wisconsin (PSCW) regulations and periodic test schedules.
- Tests single and three-phase electric meters both in the field and in the shop in accordance with PSC rules. Maintains, and repairs meters, current transformers (CTs), and voltage transformers (VTs). Prepares and issues reports on electric meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.

- Tests water meters both in the field and in the shop in accordance with PSC rules. Installs, maintains, and repairs water meters. Prepares and issues reports on water meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.
- Manages the utility water and electric meter inventory. Establishes and maintains metering standardization programs, and collaborates with the Asset & Facilities Coordinator to maintain meter inventory, including the procurement of new meters and the discarding of damaged and retired meters. Prepares and issues reports on meter inventory and annual activity to division supervisors, financial staff, and regulatory agencies as directed. Completes the year-end inventory process for electric and water meters, CTs, and VTs.
- Reviews applications for new and upgraded electric service connections, and determines proper meter type, cabinet size and type, and need for CTs and VTs, and wires customer meter sockets at commercial properties. Conveys cabinet and socket requirements to customers and electrical contractors. Collaborates with the Electric System Supervisor to coordinate electric meter sizing, installation, and repair.
- Installs electric and water meters – including CTs and VTs as necessary – at customer premises, including temporary and permanent services.
- Reviews applications for new water service connections, and determines the proper meter sizing and type. Conveys plumbing requirements to customers and plumbing contractors. Collaborates with the Water System Supervisor to coordinate water meter sizing, installation, and repair.
- Maintains GIS software applications and databases, including electric and water meter inventory, electric and water meter testing history, electric and water service connection details and meter history, and other records as directed.
- Assists in the management of the utility's water Cross-Connection Control Program to eliminate existing and prevent future cross-connections, in accordance with Wisconsin Department of Natural Resources (DNR) rules. Performs household and business inspections, issues corrective orders, and performs follow-up inspections as necessary.
- Assists with utility billing operations by investigating zero/low meter readings for both electric and water, and reports findings. Reviews customer history and consumption trends to detect potential meter issues. Performs meter rereads upon receipt of workorders.

- Completes the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Completes the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- Coordinates field delinquent collections operations, including disconnecting utility service to customers upon receipt of disconnection workorders.
- Receives and responds to customer inquiries and complaints and recommends and performs corrective action in response.
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Maintains 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 to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.
- Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.

- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online My Account payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Maintains grounds and facilities, such as painting surfaces, snow and ice removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks for all other divisions as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, with one or more years electric metering experience and basic water metering experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Enrollment in the State of Wisconsin three-year Electric Meter Technician apprenticeship required, or the ability to begin enrollment immediately upon employment.
- Basic knowledge of drinking water distribution systems required; Wisconsin Department of Natural Resources (WDNR) Grade T or Grade 1 Waterworks Operator Certification, with subclasses G and D, preferred. Ability to obtain and maintain such certification required.
- Valid motor vehicle operator's license required; commercial driver's license with tanker and air brake certification preferred.

Language Ability and Interpersonal Communication Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within established policies, procedures and standards, as well as the ability to follow specific instructions and respond to requests.
- Ability to utilize a variety of advisory data and information such as meter records, city ordinances, PSC and DNR reports and bulletins, charts, policy manuals, maintenance records, PSC and DNR rules and regulations, vehicle manuals, equipment manuals, meter and CT wiring diagrams, construction specifications and plans, service applications, electric service rules, safety manuals and codes, and maps.
- Ability to communicate effectively orally and in writing with department personnel, customers, contractors, engineers, City employees, law enforcement, and PSC and DNR statistical reports.
- Ability to prepare narrative and statistical reports, construction documents, and correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning in performing diversified work activities.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as motor vehicles, meter test bench, hand tools, generators, voltmeter, etc.

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as electrical work.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, and high voltage electrical currents. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

UTILITIES DEPARTMENT **Wastewater System Division** *Apprentice Operator*

REPORTS TO: Wastewater System Supervisor PAY GRADE: W-2 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on wastewater collection and treatment operations.

Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility's Advanced Certified Operator Apprenticeship program.

This position is intended to provide education and on-the-job training leading to Advanced Certified Operator status and requires continual progression, and is not considered a permanent employment status. Advancement to Advanced Certified Operator status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- Repairs and maintains sanitary sewer collection mains and pumps. Performs routine maintenance to sanitary sewer collection system infrastructure and equipment. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.
- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- 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.
- 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.

- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.
- Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call. As progression through the apprenticeship program occurs, maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and

repair of water meters. Reconnects water services and transfers water meters.

- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent with demonstrated mechanical and/or plumbing aptitude.
- Successful completion of wastewater treatment technical courses, or enrollment in the State of Wisconsin wastewater treatment plant operator apprenticeship program preferred.
- Ability to maintain enrollment in the State of Wisconsin wastewater treatment plant operator apprenticeship program is required.
- Ability to obtain and maintain CPR/First Aid certification is required.
- Ability to obtain and maintain a commercial driver's license with tanker and airbrake certification is required. A valid motor vehicle operator's license is required at hire.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.

- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Asset & Facilities Coordinator*

REPORTS TO: Assistant Utilities Director PAY GRADE: NEX-1 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to coordinate inventory and construction management tasks for Stoughton Utilities, including contract maintenance, public bidding and requests for quotations, purchasing, warehousing, asset installation and retirement records, and inventory maintenance. This position is also responsible for the coordination of the construction workorder process from start to finish, including participating in the development of initial estimates, project closeout, and billing.

This position also coordinates Stoughton Utilities vehicle procurement and maintenance programs, participates in the maintenance of the utility Geographic Information System (GIS), participates in the operation and maintenance of the utilities Outage Management System (OMS), and participates in the operation and maintenance of the utilities Supervisory Control and Data Acquisition (SCADA) systems. This position serves as the designated facilities coordinator and the safety program coordinator.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Coordinates a variety of technical planning tasks for maintenance and construction projects, such as the preparation and distribution of materials and equipment specifications, the preparation of work orders and staking sheets, and the solicitation of materials and equipment proposals. Coordinates the purchasing and retirement of materials. Assigns, schedules, and performs construction management tasks in the office and the field.
- Coordinates and maintains contracts with vendors, including assisting with the evaluation of proposals, solicitation of bids and/or quotations, review and negotiation of contract terms, follow up action to address contract deficiencies or violations, and all other contract management requirements. Participates in third-party service selection. Coordinates contract execution.

- Manages Stoughton Utilities Electric, Water, and Wastewater standard construction specifications. Conducts periodic reviews of the specification documents to ensure they remain accurate and up to date, collaborating with utilities division supervisors to obtain input. Shares construction specifications with project developers, engineering consultants, construction contractors, and others.
- Participates in the planning of electric, water, and wastewater projects from conception through completion, in collaboration with the Distribution System Coordinator. Makes recommendations for new development design and system expansion. Coordinates customer construction estimating and new development design review process in the absence of the Distribution System Coordinator.
- Assigns costs and monitors job orders for material sheets and places data into the GIS and financial continuing property records systems. Opens and closes construction and maintenance workorders, and allocates inventory. Prepares forms, records, and written correspondence necessary to complete project file information. Follows all accounting procedures to track materials, supplies, and equipment.
- Collaborates with utilities division supervisors to maintain material inventory and procurement, including general construction, maintenance, safety, and vehicle items. Receives input and recommendations for material quality standards and specifications. Coordinates the evaluation of proposals and material acquisition. Coordinates the year- end inventory process for electric, water, and wastewater utility materials, collaborating with utilities division supervisors through completion of the assignment.
- Conducts construction project plan and specification reviews, including utility easement review. Obtains, reviews, and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Obtains and reviews private building construction projects, including reviewing compliance with existing utility easements and assisting in the acquisition of new utility easements as necessary.
- Processes customer inquiries and requests for maintenance related to the electric utility; investigates complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Receives customer inquiries, writes and distributes work orders, provides information, and/or refers to appropriate person or agency for resolution. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned service interruptions.
- Collaborates within the Technical Operations Division to maintain and improve the utility Geographic Information System (GIS), including updating asset

data and locations for the electric, water, and wastewater divisions, developing maps and mobile services for utility employees and engineering consultants, and completing basic maintenance of GIS software, databases, geometric networks, and add-on systems. Collaborates with utility division supervisors to obtain, process, and verify data updates. Develops system documentation. Participates on and reports system changes to the GIS team.

- Collaborates within the Technical Operations Division to operate and maintain the Supervisory Control and Data Acquisition (SCADA) systems for the electric system and the water/wastewater system. Participates in SCADA system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and OMS system integration. Provides training to utility operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Collaborates within the Technical Operations Division to operate and maintain the Outage Management System (OMS). Participates in OMS system maintenance projects, including system upgrades and improvements, security upgrades, and SCADA system integration. Provides training to field employees on mobile system use, office employees on data collection and entry, and all other software operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Serves as the Stoughton Utilities facilities coordinator for the administration building, wastewater treatment facility office, wells, and lift station buildings; schedules maintenance and repair efforts, mowing and landscaping services, snow removal, and janitorial services. Responds to all operational requirements of the occupants.
- Serves as the Stoughton Utilities safety program coordinator. Coordinates employee safety training programs to ensure regulatory compliance and maintains documentation of employee training history. Conducts periodic job site inspections upon request and documents observations. Manages written safety programs and conducts periodic reviews to ensure they remain up to date. Serves as the Safety Team Leader and schedules and participates in periodic meetings. Responds to all safety requirements, requests, and concerns of utility employees.
- Maintains 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.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW),

Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Serves as a backup for the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Serves as a backup to collect the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- Serves as the backup outage coordinator during routine work hours, including scheduled outages and service disconnections.
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Maintains active certificate of appointment as a State of Wisconsin Notary Public.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, vocational/technical training in electrical distribution, civil engineering, information technology, or another field that provides relevant experience, three to five years utility experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Vocational or utility industry training in one or more of the following is preferred: facilities management, cost accounting, project management, Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), basic networking and information technology.

- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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 significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- 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 complex requests.
- Ability to comprehend, interpret, approve, and utilize a variety of advisory and design data and information such as billing invoices, vehicle maintenance reports, applications for service, correspondence, capital plans, regulations and legal statutes, job authorization forms, purchase orders, ordinances, material sheets, staking sheets, computer software operating manuals, and safety rules and manuals. Ability to utilize and interpret environmental, electrical engineering, water and wastewater engineering, computer software systems, geographical information systems, and accounting terminology.
- Ability to communicate in writing and orally effectively with customers, department and all levels of City personnel, contractors, developers, engineering consultants, legal consultants, regulatory agency personnel, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, construction documents, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

- Ability to apply principles of influence systems, such as leading, teaching, directing, planning, coordinating, and controlling.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or judgmental criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as motor vehicles, dump truck, front end loader, forklift, etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as typing, repair, and operation.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing or pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work effectively in an office environment, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to environmental factors such as temperature variations, winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, and vehicular traffic. This exposure may cause discomfort and presents a risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT *Assistant Utilities Director*

REPORTS TO: Utilities Director

PAYGRADE: EX-4

FLSA: E

SUMMARY OF POSITION

The purpose of this position is to assist the Utilities Director with the coordination and administration of Stoughton Utilities, and assume the responsibilities of the Director in their absence. This position will also manage information and operational technology solutions for Stoughton Utilities, and be responsible for the management of the Electric System, Technical Operations, Wastewater System, and Water System Divisions.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Manages the activities of the Electric System Division, Technical Operations Division, Wastewater System Division, and Water System Division personnel. Establishes and maintains productivity reports, assigns and reviews work, coordinates continuing education/training and professional development programs, schedules and approves overtime and leave, reviews work performed for accuracy and effectiveness, completes performance evaluations, etc.
- Manages Stoughton Utilities information and operational technology systems, including internal and customer-facing software solutions, automation platforms, data networking and communications systems, computing hardware and peripheral devices, mobile device management, and user account management.
- In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participates in required Utilities Committee and Common Council meetings. Prepares monthly meeting agendas and notices, status reports, and other scheduled and unscheduled presentations and reports.

- In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in participation and communications with industry partners including WPPI Energy and Municipal Electric Utilities of Wisconsin (MEUW), lobbying organizations, regulatory agencies, legal representation, and elected officials. Serves as the Alternate Director on the WPPI Energy Board of Directors.
- In conjunction with the Utilities Director and the Director of Human Resources & Risk Management, makes recommendations regarding and participates in staff hiring and promotions, employee feedback and coaching, disciplinary actions, personnel evaluations, staff development, and terminations.
- Receives and responds to high-level customer inquiries and complaints, including those from elected officials and the Public Service Commission of Wisconsin, and performs resulting corrective action and/or policy revisions.
- Manages utility cybersecurity protection efforts and secures data network systems by developing system access, monitoring, control, and evaluation procedures; establishing, implementing, and testing disaster recovery policies and procedures; monitoring network input and output; and reviewing application and performance logs.
- Manages utility physical security protection efforts and secures utility facilities by developing facility access, monitoring, control, and evaluation procedures, and reviewing physical security protections.
- Manages the utility Geographic Information System (GIS), including asset data for the electric, water, and wastewater system divisions, developing maps and services for utility employees and engineering consultants, and completing advanced maintenance of software, databases, geometric networks, and add-on systems. Develops system documentation. Coordinates and reports system changes to the GIS team.
- Maintains Manages the Supervisory Control and Data Acquisition (SCADA) systems and the Outage Management System (OMS). Manages system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and system integrations. Provides training to utility operators. Develops system documentation. Coordinates and reports system changes to the SCADA & OMS team.
- Manages Stoughton Utilities billing, metering, collections, and customer service, and ensures compliance with all regulatory requirements.
- Manages Stoughton Utilities customer outreach campaigns, long-term strategic planning of customer outreach and education efforts, public event planning, and other education and outreach efforts.

- Manages technical planning tasks for maintenance and construction projects, construction and development project plans and specifications, and system outage and reliability reporting.
- Manages the Stoughton Utilities facilities coordination for the administration building, wastewater treatment facility office, wells, and lift station buildings. Responds to all operational requirements of the occupants.
- Manages the Stoughton Utilities safety program coordination. Participates on the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees.
- Designs, develops, and maintains custom programming and database solutions for internal and customer-facing applications and websites.
- Collaborates with the Asset & Facilities Coordinator to maintain technology inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.
- Assists with the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and determining system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin, Wisconsin Department of Natural Resources, and the National Electric Safety Code.
- Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Acts as Utilities Director in their absence and maintains continuity of day-to-day and long-term utility vision and goals, and ensures utility operations continue without interruption.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.

- Assist other division personnel as required.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, and conducts system demonstrations and tours.
- Assists all other Stoughton Utilities divisions as required.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

Bachelor's degree in engineering or business management, or related field. A minimum of ten years of utility experience. A track record of successful management and supervisory experience.

- Significant knowledge of computer software used in the utility environment, including experience with Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), and Customer Information Systems (CIS).
- Significant knowledge of Microsoft Office applications (Word, Excel, Access, Outlook, and PowerPoint) including scripting and automation. Significant knowledge of Microsoft desktop and server operating systems, Exchange and SQL Server platforms, and Hyper-V virtualization systems.
- Knowledge of scripting and programming concepts and commonly used coding languages.
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, analyze, and interpret an extensive variety of technical information and governmental regulations. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.

- Ability to utilize a wide variety of advisory data and information such as billing reports and statements; financial reports and statements; budgets; accounting and billing systems; computer software operating manuals; city 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; State of Wisconsin legal statutes; and safety rules and manuals.
- Ability to explain, demonstrate, and clarify to others within established policies, procedures, and standards, as well as the ability to follow specific instructions and to respond to complex requests where established policies and procedures may not exist.
- Ability to record and deliver information, explain procedures, give and follow instructions, use and interpret civil, environmental, and electrical engineering and accounting terminology.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, information technology and systems consultants and contractors, software engineers, engineering and legal consultants, financial auditors, regulatory agencies, elected and appointed government officials, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations with algebra, geometry, and descriptive statistics.
- Ability to design and produce graphical representations of complex financial data.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as managing, supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as motor vehicles.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as typing, electronics repair, and installation of computing hardware and cabling.
- Ability to perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing, or pulling over 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work effectively in an office environment and in public meetings under safe and comfortable conditions, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to environmental factors such as temperature variations, odors, noise, vibrations, machinery, and high voltage electrical currents. This exposure may cause discomfort and presents a risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Wastewater System Division** *Basic Certified Wastewater Operator*

REPORTS TO: Wastewater System Supervisor PAY GRADE: W-3 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- 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 for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Ability to maintain the required continuing education credits for the above DNR operator certifications.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage

electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Water System Division** *Basic Certified Water Operator*

REPORTS TO: Water System Supervisor PAY GRADE: W-3 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on water distribution operations. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- 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 for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Ability to maintain the required continuing education credits for the above DNR operator certifications.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Billing & Metering Supervisor*

REPORTS TO: Assistant Utilities Director

PAY GRADE: EX-2

FLSA: E

SUMMARY OF POSITION

The purpose of this is to supervise and perform billing, metering, collections, and customer service tasks for Stoughton Utilities, including but not limited to preparation and distribution of daily and monthly utility billing statements, maintenance of customer billing and metering records, review of electric and water meter data, specialized customer service as it relates to municipal utility billing and collections, and general customer service as it relates to municipal utility operations and activities.

This position is responsible for the supervision of Stoughton Utilities billing, metering, and collections personnel and daily operations, projects and development, and strategic planning, under the direction of the Assistant Utilities Director.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Supervises the billing, metering, and collections activities and personnel within the Technical Operations Division. Establishes and maintains productivity reports, assigns and reviews work, recommends continuing education/training and professional development programs, schedules and approves overtime and leave, reviews work performed for accuracy and effectiveness, assists in the completion of performance evaluations, etc.
- Supervises the completion of all tasks necessary to prepare and distribute accurate and timely billing statements for electric, water and wastewater service, and all other billed charges, including stormwater utility charges for the City of Stoughton. Supervises and/or performs all tasks necessary to ensure proper accounting and reporting of billed charges.
- Supervises the maintenance of accurate customer billing and metering information in the customer information system (CIS). Supervises and/or

performs periodic account reviews for proper rate classifications and application of utility rate and rule tariffs, responsible parties, meter installation details, tax exempt status, and all other reviews necessary to ensure accuracy.

- Supervises the processing of all electric and water meter installations, removals, and replacements, and completes the records of such actions in the CIS and on customer accounts. Verifies all metering setups to ensure accuracy, including field verification as directed. Creates new accounts in the CIS upon completion of newly constructed metered services.
- Supervises the utility's water Cross-Connection Control Program, in accordance with Wisconsin Department of Natural Resources (DNR) requirements. Assists meter technician with maintaining program records, producing reports and statistics, and issuing customer notifications.
- Supervises the utility water and electric meter inventory, including the oversight of metering standardization programs, meter procurement and disposal, and inventory reporting.
- Supervises the delinquent account collection methods and policies, including customer outreach and notification, service disconnections, small claims court, and outside collection agencies. Reviews and implements recommendations for new collection methods and policies.
- Supervises the annual fall disconnection reporting in accordance with Public Service Commission of Wisconsin (PSCW) requirements.
- Leads in-house training and support of CIS to other division personnel; creates/modifies customer reporting templates upon request. Creates new and maintains existing CIS and metering procedures and instructional documentation. Maintains CIS and metering policies and procedures manuals.
- Prepares all systems used to obtain scheduled electric and water meter readings. Once obtained, reviews all meter readings for accuracy and processes readings for customer billings.
- Calculates the monthly Power Cost Adjustment Clause (PCAC), updates the CIS for billing purposes, and prepares monthly reports for power supply and regulatory purposes.
- Calculates account billing corrections, including back-billings and customer credits, and submits the calculations for approval and processing. Prepares explanatory letters and spreadsheets for customer and regulatory review. Maintains records of all corrections and supporting documentation, and submits annual report to the PSCW.

- Reviews and approves customer account corrections not related to billed charges, including payment adjustments, deposit refunds, late penalty reversals, balance transfers, and submits the corrections for processing.
- Maintains utility rate and rules tariffs. Updates rate information in the CIS and on the Stoughton Utilities website, and maintains physical copies of all tariffs for customer review.
- Prepares and processes customer applications for residential and commercial utility service, contractor applications for new and temporary service, work orders, complaint forms, meter change out forms and reports, letters and other communications to and from customers and property owners, and more.
- Prepares and issues reports, including but not limited to customer data, meter data, consumption statistics, financial statistics, trends and behavioral analysis, and inspection records, and reports findings to division supervisors, financial employees, third-party auditors, and regulatory agencies as directed.
- Receives written and verbal requests, inquiries, and complaints, coordinates actions required, and responds to inquirer. Maintain files of customer complaints and inquiries.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Complies with all Stoughton Utilities safety programs.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages. Provide information and/or reports from customer account data as requested.
- Perform related office tasks such as filing, faxing, photocopying, computer operation, maintenance of mailing equipment, and procurement of general office supplies.
- Process customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online *My Account*

payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.

- Ensures performance of and may performs visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Ensures completion and may complete various front-office tasks, including but not limited to processing customer payments, distribution of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, reviewing and completing customer corrections and adjustments, issuing customer refunds, processing utility accounts receivable, balancing utility billing general ledger, etc.
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.
- Assist other division personnel as required.
- Provide assistance during monthly disconnection processes, annual financial audit, and public events.
- Assist electric, wastewater and water divisions as required.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma, associate degree in accounting or related, with 5 or more years utility billing, collections, metering, and customer service experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- One or more years electric metering experience and basic water metering experience required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of advisory data and information, such as work orders; customer billing information; billing statements; meter data output and reports; computer billing journals; computer software operating manuals; city 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; State of Wisconsin legal statutes; 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 complex requests. Ability to communicate in writing and orally with customers, department and all levels of City personnel, financial auditors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

- Ability to apply principles of influence systems such as supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Customer Service Technician*

REPORTS TO: Billing & Metering Supervisor PAY GRADE: CS-1 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to perform customer service and collections tasks for Stoughton Utilities including, but not limited to maintenance of customer records, assisting phone and walk-in customers, collection of delinquent accounts through existing methods and policies, recommending new collection methods and policies, processing customer deposits and deferred payment agreements, and handling a variety of customer payments. In addition, this position will also perform general administrative tasks.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greets and directs visitors. Answers, directs, and routes telephone calls and messages, and email inquiries received through the general customer service address.
- Assists customers with verbal and written customer service inquiries, including general account inquiries, high-bill complaints, and questions about utility policies. Documents all inquiries and complaints. Prepares work orders, customer inquiry/complaint forms, and service applications.
- Processes payments received in-person at the front counter and issues receipts. Processes and posts payments received via mail and curbside deposit box. Processes returned payments due to insufficient funds or other causes.
- Coordinates payment of delinquent accounts through existing methods and policies, including proactive customer outreach, printed delinquency notifications, service disconnections, small claims court, and outside collection agencies. Researches and recommends new collection methods and policies.

- Negotiates and maintains deferred payment agreements for eligible customers pursuant to applicable Stoughton Utilities rule tariffs, including regular reviews for agreement default and issuance of follow-up notification/disconnection as necessary. Follows Public Service Commission of Wisconsin (PSCW) requirements for customer notification following rejection of customer-proposed agreements. Calculates and collects customer deposits, including proactive customer outreach, regular reviews of account eligibility, printed notices, account status updates, and negotiation of deferred payment agreements.
- Facilitates the electric and water service disconnection process. Reviews all accounts for eligibility, creates printed and automated telephone warning notices, processes disconnect and reconnect workorders, and negotiates payments for reconnection.
- Processes bankruptcies, updates and maintains bankruptcy files and customer's accounts, and processes and files court documents as necessary to file creditor claims.
- Completes daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Processes new customer applications. Verifies identities, researches prior account status as applicable, and calculates industrial, commercial and residential deposits as applicable. Verifies and maintains property owner data for all new and existing accounts.
- Conducts periodic reviews for balance corrections and transfers. Conducts periodic review for uncollectable debt write-offs. Conducts periodic reviews of unclaimed funds and assists with submission of account information.
- Maintains medical/protective services list. Issues annual renewal notices and processes customer response.
- Complies with all Stoughton Utilities Safety Programs.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.

- Performs related office tasks such as filing, faxing, photocopying, typing, and computer operation.
- Receives and processes incoming and outgoing postal and interdepartmental mail.
- Assists electric, wastewater and water divisions as required.
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.
- Perform other Stoughton Utilities tasks as directed.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma, vocational training in bookkeeping, accounting or related, with 2 years of utility customer service or account collections experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, inform, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of advisory data and information, such as work orders, customer billing information, billing statements, computer billing journals, computer software operating manuals, city and utility policies and procedures, guidelines, non-routine correspondence, Public Service Commission of Wisconsin rules and regulations, State of Wisconsin legal statutes, Stoughton municipal code of ordinances, bankruptcy laws, and safety manuals.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, bank personnel, title company representatives, bankruptcy and small claims court personnel, and the general public.

- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____

Signature: _____ Date: _____

UTILITIES DEPARTMENT
Technical Operations Division
Distribution System Coordinator

REPORTS TO: Assistant Utilities Director PAY GRADE: NEX-2 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to coordinate the strategic planning and design of developments, projects, and system improvements. This position is also responsible for the coordination of a variety of technical planning tasks from project preparation through completion.

This position also participates in the maintenance of the utility Geographic Information System (GIS), participates in the operation and maintenance of the utilities Outage Management System (OMS), and participates in the operation and maintenance of the utilities Supervisory Control and Data Acquisition (SCADA) systems. This position serves as the primary system outage coordinator for planned routine system interruptions as well as during major system events.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Coordinates a variety of technical planning tasks for maintenance and construction projects, such as the preparation of customer construction estimating, new development design review processes, preparation and distribution of materials and equipment specifications, and preparation of work orders and staking sheets. Assigns, schedules, and performs construction management tasks in the office and the field.
- Coordinates the planning of electric, water, and wastewater projects from conception through completion, in collaboration with the Asset & Facilities Coordinator. Solicits comments and recommendations for new development design and system expansion from utilities division supervisors. Prepares construction cost estimates for proposed projects and developments, and coordinates project scheduling with developers and contractors.
- Collaborates with the Asset & Facilities Coordinator to review construction project plans and specifications to ensure compliance with utility

specifications. Upon project completion, reviews and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Maintains construction project files and manages their long-term storage to ensure regulatory compliance.

- Conducts construction project plan and specification reviews, including utility easement review. Obtains, reviews, and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Obtains and reviews private building construction projects, including reviewing compliance with existing utility easements and assisting in the acquisition of new utility easements as necessary. Files records of easement updates with the County Register of Deeds.
- Collaborates with the Asset & Facilities Coordinator to maintain Stoughton Utilities Electric, Water, and Wastewater construction specifications. Participates in the periodic review of the specification documents to ensure they remain accurate and up to date. Shares construction specifications with project developers, engineering consultants, construction contractors, and others.
- Coordinates system outages, planned and unplanned, and service disconnections during routine work hours, acting as the primary outage coordinator and point of contact. Receives outage reports from customer service staff and outage management system. Monitors locations of active outages and dispatches field crews as needed to address simultaneous outage locations. Reports outage status updates to utility management and customer service. Obtains outage report forms from field employees and logs outage duration and extent. Compiles reliability reporting and statistics in accordance with regulatory and industry standards.
- Processes customer inquiries and requests for maintenance related to the electric utility; investigates complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Receives customer inquiries, writes and distributes work orders, provides information, and/or refers to appropriate person or agency for resolution. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned service interruptions.
- Collaborates within the Technical Operations Division to maintain and improve the utility Geographic Information System (GIS), including updating asset data and locations for the electric, water, and wastewater divisions, developing maps and mobile services for utility employees and engineering consultants, and completing basic maintenance of GIS software, databases, geometric networks, and add-on systems. Collaborates with utility division supervisors to obtain, process, and verify data updates. Develops system documentation. Participates on and reports system changes to the GIS team.

- Collaborates within the Technical Operations Division to operate and maintain the Supervisory Control and Data Acquisition (SCADA) systems for the electric system and the water/wastewater system. Participates in SCADA system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and OMS system integration. Provides training to utility operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Collaborates within the Technical Operations Division to operate and maintain the Outage Management System (OMS). Participates in OMS system maintenance projects, including system upgrades and improvements, security upgrades, and SCADA system integration. Provides training to field employees on mobile system use, office employees on data collection and entry, and all other software operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Maintains 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.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Supports the Stoughton Utilities safety program coordinator. Participates in periodic meetings of the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees.
- Serves as a backup for the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Serves as a backup to collect the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.

- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Maintains active certificate of appointment as a State of Wisconsin Notary Public.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, vocational/technical training in electrical distribution, civil engineering, information technology, or another field that provides relevant experience, three to five years electric utility experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Vocational or utility industry training in one or more of the following is preferred: electric distribution system design, cost accounting, project management, Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), basic networking and information technology.
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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 significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- 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 complex requests.
- Ability to comprehend, interpret, approve, and utilize a variety of advisory and design data and information such as billing invoices, vehicle maintenance reports, applications for service, correspondence, capital plans, regulations

and legal statutes, job authorization forms, purchase orders, ordinances, material sheets, staking sheets, computer software operating manuals, and safety rules and manuals. Ability to utilize and interpret environmental, electrical engineering, water and wastewater engineering, computer software systems, geographical information systems, and accounting terminology.

- Ability to communicate in writing and orally effectively with customers, department and all levels of City personnel, contractors, developers, engineering consultants, legal consultants, regulatory agency personnel, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, construction documents, and other correspondence using prescribed formats according to the rules of punctuation, grammar and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as leading, teaching, directing, planning, coordinating, and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or judgmental criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as motor vehicles, dump truck, front end loader, forklift, etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements involved in typing, repair, and operation.

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing or pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, sound, taste, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work effectively in an office environment, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to environmental factors such as temperature variations, winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, and vehicular traffic. This exposure may cause discomfort and presents a risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Education & Outreach Coordinator*

REPORTS TO: Assistant Utilities Director PAY GRADE: EX-1 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to design and create utility customer outreach campaigns, utilizing traditional and digital platforms, design and create utility educational materials and programs, and design and create utility public information campaigns. This position is responsible for the short and long-term strategic planning of customer outreach and education efforts, including maintaining current efforts as well as continuing to evolve them to match customer expectations and market trends.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Coordinates and creates customer outreach campaigns, utilizing traditional and digital platforms such as direct mailings, inserts, social media, email, and newspapers, with topics to include electric, water, and wastewater customer outreach, conservation tips and education, energy safety education, customer feedback requests, customer engagement, and other topics that arise.
- Coordinates brand consistency in informational, educational, promotional, and social media publications and messages by maintaining and implementing design standards. Reviews and updates materials created by other utility staff to ensure consistent design standards and branding.
- Provides training and guidance to utility employees on acceptable social media use and platform operation, and keeps Stoughton Utilities social media team members up to date on current social media best practices and strategies.
- Collects and analyzes customer data, including visits, interactions, consumption and billing, and payment patterns, and uses this information to create comprehensive reports to improve future educational and outreach strategies and campaigns. Analyzes customer demographics and tailors

outreach efforts to ensure they are reaching the most customers and stakeholders possible. Report out findings to Stoughton Utilities social media team members.

- Grows and expands utility social media presence into new social media platforms according to customer interest and current platform trends, plus increases presence on existing social media platforms, including but not limited to Facebook, Instagram, Twitter, LinkedIn, and YouTube. Researches emerging social media platforms and trends.
- Researches and monitors activities of utility peers, partners, and other regional utilities. Customizes Stoughton Utilities educational and outreach efforts to provide similar campaigns and strategies as offered by other regional electric, water, and wastewater utilities.
- Creates and distributes engaging written and/or graphic content in the form of bill statement inserts, direct mailings, consumer and/or regulatory reports, e-newsletters, web page and blog content, infographics, presentations, and social media messages. Updates materials regularly to follow current design trends and brand consistency.
- Maintains partnerships with commercial printers, content creators, and marketing partners to assist in outreach material design. Obtains stock photography and illustrations, and solicits content use permission from authors and trademark holders. Maintains records of licensing and use agreements.
- Coordinates event planning leading up to and during utility-sponsored events, including but not limited to Public Power Week, Drinking Water Week, Lineworker Appreciation Day, peer organization visits, Utilities Committee meetings, presentations and open houses for utility customers, public tours and educational training, staff meetings and events, etc.
- Acts as public relations coordinator during sustained education efforts, such as utility construction projects, regulatory rate reviews and adjustments, conservation efforts, drinking water quality advisories, customer engagement programs, and more. Creates and distributes press releases to regional media providers.
- Coordinates school appearances, utility tours, and other educational partnerships with area educational entities, including but not limited to Stoughton Area School District, technical colleges, and private organizations.
- Researches and provides customer education on new utility industry trends, including renewable energy, increased electrification efforts, safe water distribution and treatment, responsible and efficient energy use and expansion, etc.

- Assists in economic development efforts for Stoughton Utilities, with a focus on informing potential new utility customers of the benefits of locating in the utility's service territory, including rate competitiveness, reliability, and programs.
- Prepares application materials for employee and utility recognition, such as APPA Reliable Public Power Provider (RP3) and Smart Energy Provider designations, MEUW and APPA safety awards, MEUW and WPPI Energy employee and elected official recognitions of service, etc.
- Maintains ability to work a flexible schedule in order to respond to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Complies with all Stoughton Utilities safety programs.
- Performs other Stoughton Utilities tasks as directed.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online *My Account* payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.

- Perform related office tasks such as filing, faxing, photocopying, computer operation, maintenance of mailing equipment, and procurement of general office supplies.
- Assist other division personnel as required. Provides assistance during monthly billing and disconnection processes, annual financial audit, etc.
- Assist electric, wastewater and water divisions as required.
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma, bachelor's degree in communications or marketing with training in customer outreach and education or related, with 3-years utility experience and 1-2 years social media management and content creation with experience of major social media platforms, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Working knowledge of Microsoft Windows and other software in a business environment, including but not limited to Microsoft Word, Excel, and Outlook.
- Working knowledge of computer graphic design and publication layout/design software, including but not limited to Adobe Creative Cloud, including InDesign and Photoshop.
- Working knowledge of internet content design and layout, including HTML and CSS.
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Strong verbal and written communication skills, and ability to issue public-facing communications without secondary review. Ability to communicate verbally and in writing with customers, department and all levels of City personnel, and the general public.
- Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining

and referencing such to 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 significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of advisory data and information, such as work orders, customer billing information, meter reading slips, billing statements, complaint forms, billing journals, maps, computer software operating manuals, PSC rules and regulations, municipal code, procedures, guidelines, and non-routine correspondence.
- Ability to explain, demonstrate, inform, and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to prepare posts, publications, color graphics, narrative and statistical reports, speeches, scripts, videos, letters, memos, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret detailed descriptive statistical reports; and the ability to perform mathematical operations with fractions and algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to apply principles of influence systems such as persuading, leading, teaching, and planning. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer workstation, calculator/adding machine, cash register, photocopier, paper cutter, hand punch, telephone, camera, cellular communication devices including touchscreen phones and tablets, and two-way radio.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing and photography.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Electric System Division** *Electric Supervisor*

REPORTS TO: Assistant Utilities Director PAY GRADE: EL-6 FLSA: N

SUMMARY OF POSITION

The purpose purpose of this position is to provide field supervision to the Electric System Division, including personnel and daily operations, projects and development, and strategic planning, under the direction of the Utilities Assistant Director.

This position also efficiently and safely performs electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Supervises and directs the operation and maintenance of the electric utility and distribution system. Ensures compliance with regulatory agency requirements and utility policies. Provides recommendations and assists with the coordination and implementation of electric distribution system improvements.
- Supervises the activities of Electric System Division personnel. Conducts regular division staff meetings, establishes and maintains productivity reports, prepares and assigns work orders, coordinates introductory and continuing training programs, reviews and approves timesheets, establishes and maintains staff work and leave schedules, and assists in the completion of performance evaluations. Plans short and long-term division work plans and projects and guides the division's goals and vision.
- Supervises, organizes, and leads routine safety meetings and safety manual review. Conducts routine safety compliance checks on active job sites. Oversees division operations to ensure safety policy compliance. Report out findings to Stoughton Utilities management and safety compliance teams.

- Supervises the division tool and equipment inventory and evaluates and approves or denies requests from division staff for the procurement of new tools and equipment.
- Supervises the substation maintenance program, maintains all substation equipment, conducts routine substation inspections, and records weekly system readings and data. Evaluates and recommends long-term planning for substation maintenance and system expansion requirements.
- Supervises the electric line clearance program. Monitors system tree trimming and removal needs, and maintains the annual schedule to ensure clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects and resolves line clearance complaints and inquiries.
- Supervises the utility's apprentice lineworker program, including providing education and mentorship, evaluating apprentice performance and competence, maintaining apprenticeship registrations and program compliance, conducting routine reviews and assessments, and recommending advancement through the program.
- Supervises and maintains overhead and underground electric construction specifications and drawings.
- Routinely performs lineworker work tasks at active job sites to plan, direct, and supervise system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate staff knowledge, competence, and safety compliance.
- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journeyman lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator, or supervises staking completed by other lineworkers as appropriate.

- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- Manages electric distribution system switching procedures and documentation. Collaborates with the Distribution System Coordinator to ensure mapping and outage management system accuracy, and to maintain up to date switching workflows. Provides updates and training on switching procedures to division staff, and ensures policies are followed.
- Collaborates with the Asset & Facilities Coordinator to maintain material inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.
- Assists with the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and making recommendations for system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.
- Makes recommendations for electric division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Supervises routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- Collaborates with the Distribution System Coordinator to develop estimates for new, replacement, and upgraded electric services, and makes recommendations for new development design and system expansion.
- Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned system outages.
- Coordinates and schedules the work of subcontractors working on the electric distribution system. Reviews the quality of work completed by subcontractors to ensure compliance with utility construction specifications and contract requirements and expectations. Communicates with subcontractors to discuss complaints and issues.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.

- Maintains GIS software applications and databases, including electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Repairs and maintains streetlights.

- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent and vocational/technical training in electrical systems, with a minimum of five years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift Certification, and CPR/First Aid Certification is required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Commercial driver's license with tanker and air brake certification is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Transportation rules and regulations; State of Wisconsin legal statutes; 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, electricians, contractors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors, such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT *Finance Manager*

REPORTS TO: Utilities Director

PAY GRADE: EX-4

FLSA: E

SUMMARY OF POSITION

The purpose of this position is to be accountable for the overall planning, organizing, controlling, and directing of the financial activities of the Utility, including coordination of all customer accounting with the Assistant Utilities Director and general accounting functions and information processing, and performing critical accounting and fiscal management functions in accordance with Stoughton Utilities goals and objectives.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Direct the operation of a central accounting system in a manner consistent with generally accepted accounting principles and practices, and in sufficient detail to produce accurate cost, financial and statistical data for both management and statutory requirements.
- Implement and maintain a proper set of internal controls. Makes recommendations for organizational changes including staffing and structure to maintain proper internal controls.
- Develop and maintain financial systems, policies, and procedures to ensure effective fiscal management.
- Develop and maintain optimal investment, borrowing, and other funding strategies.
- Research and share grant funding opportunities for utility divisions and customers, prepare grant applications, and maintain post-compliance monitoring and reporting, including opportunities for principal loan forgiveness programs.

- Administers state and federal funding program requirements, submits program applications, and submits all reports required for program compliance and disbursement.
- Prepare and maintain short, mid, and long-term cash flow forecasts. Collaborates with utility leadership to ensure fiscally responsible operations in line with current forecasts.
- Direct the preparation of the Utilities budget and capital improvement program, including advising utility leadership in the review of estimates and the preparation of individual budget requests
- Manage relationships with financial consultants. Collaborates with the Utilities Asset & Facilities Coordinator to review service fees, negotiate and develop contracts with service providers.
- Oversee third-party audits, including the annual financial audit and all other audits required by project funding agencies, including completing internal auditing in preparation, and submit all required regulatory reports.
- Prepares and submits Public Service Commission of Wisconsin Annual Reports, and all other periodic reporting required by PSCW.
- Administer the purchase card program.
- Direct treasury management operations, online banking, and fraud protection programs.
- Perform electric, water, and wastewater retail rate analyses, develop rate structures that ensure sufficient revenue recovery, and obtain necessary local and regulatory approvals.
- Process and close work orders including time, material, and equipment allocations, and asset retirements. Manages prepayment reconciliation and customer invoicing.
- Prepare and interpret financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director and utilities leadership, Utilities Committee, and Common Council.
- Direct preparation of employee payroll, tax and benefit withholding, and periodic reporting.
- Participate in Utilities Committee meetings, and other city committee and Common Council meetings as required. Prepare monthly status reports as well as other scheduled and unscheduled presentations and reports.

- Leads in-house training and support of financial and workorder management software; creates/modifies reporting templates upon request. Creates new and maintains existing procedures and instructional documentation. Maintains financial and workorder processing policies and procedures manuals.
- Maintain and review utility rate benchmarking; analyze and report on findings.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Complies with all Stoughton Utilities safety programs.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Assist other division personnel as required.
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Assists all other Stoughton Utilities divisions as required.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in Business Administration, Accounting, or Financial Management, with preference for a Certified Public Accountant.
- Minimum seven years of experience related to financial/accounting operations, preferably in the utility environment.
- Significant knowledge of generally accepted financial management and accounting principles and practices, including the ability to independently initiate analysis and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.

- Significant knowledge of Governmental Accounting Standards preferred.
- Significant knowledge of computer software used in the utility environment, including experience with automated accounting, financial, and billing systems. Advanced user of Microsoft Office applications (Word, Excel, and PowerPoint).
- Valid motor vehicle operator's license is required, or the ability to obtain independent transport for required training and events.

Language Ability and Interpersonal Communication Skills

- Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, analyze, and interpret an extensive variety of technical information and governmental regulations.. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of advisory data and information such as work orders, financial statements; billing reports and statements; financial reports and ledgers; regulatory rate review applications; budgets; accounting systems; computer software operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin (PSCW) rules, regulations, and tariffs; Wisconsin Department of Natural Resources (DNR) rules and regulations; State of Wisconsin legal statutes; 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, financial auditors, regulatory agencies, elected and appointed government officials, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations with algebra.
- Ability to design and produce graphical representations of complex financial data.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as managing, supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as typing.

- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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Printed Name: _____

Signature: _____ Date: _____

UTILITIES DEPARTMENT **Electric System Division** *Journeyman Lineworker*

REPORTS TO: Electric System Supervisor PAY GRADE: EL-4 FLSA: N

SUMMARY OF POSITION

The purpose of positions in this classification is to efficiently and safely perform electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journey-level lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage 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.

- Installs, repairs, and maintains municipal street lighting.
- Monitors system tree trimming and removal needs, and ensures clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects and resolves line clearance complaints and inquiries.
- Assists in the oversight of the utility's apprentice lineworker program, including providing education and mentorship, and recommending advancement through the program.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent and vocational/technical training in electrical systems, with a minimum of four years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift certification, and CPR/First Aid certification is required.
- Commercial driver's license with tanker and airbrake certification is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Transportation rules and regulations; and safety rules and manuals.
- 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 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 City personnel, electricians, contractors, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Technical Operations Division** *Journeyman Meter Technician*

REPORTS TO: Billing & Metering Supervisor PAY GRADE: EL-3 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to maintain, repair, test, install, and read electric and water meters, and to complete water cross connection inspections for the City of Stoughton. This position shall be responsible for evaluating electric and water services and determining the appropriate metering design, procurement and maintenance of electric and water meters and test equipment, maintenance of electric and water meter records, and installation of electric and water meters and equipment.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Maintains the utility's electric and water meter testing programs to ensure compliance with Public Service Commission of Wisconsin (PSCW) regulations and periodic test schedules.
- Tests single and three-phase electric meters both in the field and in the shop in accordance with PSC rules. Maintains, and repairs meters, current transformers (CTs), and voltage transformers (VTs). Prepares and issues reports on electric meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.
- Tests water meters both in the field and in the shop in accordance with PSC rules. Installs, maintains, and repairs water meters. Prepares and issues reports on water meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.
- Manages the utility water and electric meter inventory. Establishes and maintains metering standardization programs, and collaborates with the Asset & Facilities Coordinator to maintain meter inventory, including the procurement of new meters and the discarding of damaged and retired meters. Prepares and issues reports on meter inventory and annual activity to

division supervisors, financial staff, and regulatory agencies as directed. Completes the year-end inventory process for electric and water meters, CTs, and VTs.

- Reviews applications for new and upgraded electric service connections, and determines proper meter type, cabinet size and type, and need for CTs and VTs, and wires customer meter sockets at commercial properties. Conveys cabinet and socket requirements to customers and electrical contractors. Collaborates with the Electric System Supervisor to coordinate electric meter sizing, installation, and repair.
- Installs electric and water meters – including CTs and VTs as necessary – at customer premises, including temporary and permanent services.
- Reviews applications for new water service connections, and determines the proper meter sizing and type. Conveys plumbing requirements to customers and plumbing contractors. Collaborates with the Water System Supervisor to coordinate water meter sizing, installation, and repair.
- Maintains GIS software applications and databases, including electric and water meter inventory, electric and water meter testing history, electric and water service connection details and meter history, and other records as directed.
- Manages the Utility’s water Cross-Connection Control Program to eliminate existing and prevent future cross-connections, in accordance with Wisconsin Department of Natural Resources (DNR) rules. Performs household and business inspections, issues corrective orders, and performs follow-up inspections as necessary.
- Completes the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Completes the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- Assists with utility billing operations by investigating zero/low meter readings for both electric and water, and reports findings. Reviews customer history and consumption trends to detect potential meter issues. Performs meter rereads upon receipt of workorders.
- Coordinates field delinquent collections operations, including disconnecting utility service to customers upon receipt of disconnection workorders.

- Receives and responds to customer inquiries and complaints and recommends and performs corrective action in response.
- Mentors, educates, and trains Apprentice Meter Technician employees when employed by the utility.
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Maintains 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 Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online My Account payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.

- Maintains grounds and facilities, such as painting surfaces, snow and ice removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks for all other divisions as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, with three or more years electric metering experience and basic water metering experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Successful completion of the State of Wisconsin three-year Electric Meter Technician apprenticeship required.
- Basic knowledge of drinking water distribution systems required; Wisconsin Department of Natural Resources (WDNR) Grade T or Grade 1 Waterworks Operator Certification, with subclasses G and D, preferred. Ability to obtain and maintain such certification required.
- Valid motor vehicle operator's license required; commercial driver's license with tanker and air brake certification preferred.

Language Ability and Interpersonal Communication Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.
- Ability to explain, demonstrate and clarify to others within established policies, procedures and standards, as well as the ability to follow specific instructions and respond to requests.

- Ability to utilize a variety of advisory data and information such as meter records, city ordinances, PSC and DNR reports and bulletins, charts, policy manuals, maintenance records, PSC and DNR rules and regulations, vehicle manuals, equipment manuals, meter and CT wiring diagrams, construction specifications and plans, service applications, electric service rules, safety manuals and codes, and maps.
- Ability to communicate effectively orally and in writing with department personnel, customers, contractors, engineers, City employees, law enforcement, and PSC and DNR statistical reports.
- Ability to prepare narrative and statistical reports, construction documents, and correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning in performing diversified work activities.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as motor vehicles, meter test bench, hand tools, generators, voltmeter, etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as electrical work.

- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, and high voltage electrical currents. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Electric System Division** *Lead Journeyman Lineworker*

REPORTS TO: Electric System Supervisor PAY GRADE: EL-5 FLSA: N

SUMMARY OF POSITION

The purpose of this position is to assist in the day-to-day coordination of the Electric System Division, including scheduling of daily operations and project oversight, acting under the direction of the Utilities Electric System Supervisor. This position also efficiently and safely performs electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Assists the Utilities Electric System Supervisor with the coordination of the operation and maintenance of the electric utility and distribution system. Ensures compliance with regulatory agency requirements and utility policies. Provides recommendations and assists with the coordination and implementation of electric distribution system improvements.
- Assists in the supervision of the activities of Electric System Division personnel. Actively participates in regular division staff meetings and conducts such meetings in the absence of the Utilities Electric System Supervisor. Assists in the maintenance of productivity reports, the review of timesheets, and the maintenance of staff work and leave schedules. Assists in providing instruction and training; planning, coordinating, assigning, and reviewing of work; and the maintenance of division standards and policies.
- Assists in the coordination and organization of, and actively participates in, routine safety meetings and safety manual review. Conducts routine safety compliance checks on active job sites. Assists in the oversight of division operations to ensure safety policy compliance. Report out findings to the Utilities Electric System Supervisor and the Stoughton Utilities management and safety compliance teams.

- Monitors the substation maintenance program, maintains all substation equipment, conducts routine substation inspections, and records weekly system readings and data.
- Monitors system tree trimming and removal needs, and maintains the annual schedule to ensure clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects and resolves line clearance complaints and inquiries.
- Assists in the oversight of the utility's apprentice lineworker program, including providing education and mentorship, evaluating apprentice performance and competence, maintaining apprenticeship registrations and program compliance, conducting routine reviews and assessments, and recommending advancement through the program.
- Maintains overhead and underground electric construction specifications and drawings.
- Routinely performs lineworker 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 staff knowledge, competence, and safety compliance.
- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journeyman lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned system outages.

- Makes recommendations for electric division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Oversees routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary

and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.

- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Repairs and maintains streetlights.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent and vocational/technical training in electrical systems, with a minimum of four years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift certification, and CPR/First Aid certification is required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Commercial driver's license with tanker and air brake certification is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to provide oversight and backup supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Transportation rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals.
- 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 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 in writing and orally with customers, department and all levels of City personnel, electricians, contractors, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such review.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as supervising, managing, leading, teaching, directing, planning, coordinating, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained extremely heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, or lifting, as well as carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials and tasks.
- Ability to meet all physical requirements of the Stoughton Utilities Journeyman Lineworker position description.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage

electrical currents. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Wastewater System Division** *Operator*

REPORTS TO: Wastewater System Supervisor PAY GRADE: W-1 FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other non-certified Operator positions in terms of job scope, however may differ in day-to-day duties and assignments, required qualifications, and certifications.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, and one or more years water and/or wastewater operator experience.
- Demonstrated mechanical and/or plumbing aptitude.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT Water System Division *Operator*

REPORTS TO: Water System Supervisor

PAY GRADE: W-1

FLSA: N

SUMMARY OF POSITION

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other non-certified Operator positions in terms of job scope, however may differ in day-to-day duties and assignments, required qualifications, and certifications.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.

- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to 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.
- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, and one or more years water and/or wastewater operator experience.
- Demonstrated mechanical and/or plumbing aptitude.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT

Director

REPORTS TO: Mayor

PAY GRADE: EX-5

FLSA: E

SUMMARY OF POSITION

The purpose of this position is to direct and supervise the overall operations of Stoughton Utilities which includes: electric distribution, water distribution, and wastewater collection and treatment, including system design and development, system maintenance and construction, utility coordination, financial management, billing and customer service, regulatory compliance, and utility administration.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Directs all Stoughton Utilities operations; prepares and monitors budgets, plans, and goals; develops policies and procedures; implements operations study recommendations; maintains utility service quality standards; coordinates various construction and development programs; ensures compliance with all local, State, and Federal mandates.
- Directs Stoughton Utilities personnel, processes, and technology, including engineering studies, technology and automation systems implementation, and other programs. Provides information and assistance to, and coordinates activities with, other City of Stoughton departments, consultants, auditors, regulatory agencies, customers, developers, and elected officials.
- Directs Stoughton Utilities annual budget and capital improvement program, and long-range strategic vision. Directs all electric, water, and wastewater infrastructure maintenance and construction projects.
- Directs and supervises the activities of Stoughton Utilities personnel. In conjunction with the Director of Human Resources & Risk Management, participates in staff hiring and promotions, employee feedback and coaching, disciplinary actions, personnel evaluations, staff development, and terminations.

- Directs Stoughton Utilities public education and outreach programs. Serves as the utility public information officer and represents Stoughton Utilities in press releases, media interviews, public statements and presentations, and community events.
- Directs the Stoughton Utilities safety program coordination. Participates on the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees. Conducts safety investigations.
- Represent Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participates in required Utilities Committee and Common Council meetings. Prepares monthly meeting agendas and notices, status reports, and other scheduled and unscheduled presentations and reports.
- Represents Stoughton Utilities in participation and communications with industry partners including WPPI Energy and Municipal Electric Utilities of Wisconsin (MEUW), lobbying organizations, regulatory agencies, legal representation, and elected officials. Serves as Director on the WPPI Energy Board of Directors.
- Receives and resolves high-level inquiries and complaints, including those from elected officials and the Public Service Commission of Wisconsin, and implements resulting corrective action and/or policy revisions.
- Complies with all Stoughton Utilities Safety Programs, and guidelines and regulations set by the Public Service Commission of Wisconsin, Wisconsin Department of Natural Resources, and the National Electric Safety Code.
- Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, and conducts system demonstrations and tours.
- Assists all other Stoughton Utilities divisions as required.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in engineering or business administration, or related field, with preference for State of Wisconsin licensure for Professional Engineer. A track record of successful management and supervisory experience required. A minimum of 15 years of utility leadership experience preferred.
- Must have or obtain, within one year, Wisconsin Department of Natural Resources (DNR) Grade 1 Waterworks Operator Certification with subclasses G and D, or such certification designated as Operator in Training.
- Must have or obtain, within one year, Wisconsin DNR Wastewater Treatment Plant Operator Certification – Basic, or such certification designated as Operator in Training.
- Previous economic development experience preferred but not required.
- Knowledge of computer software used in the utility environment, including experience with utility system automation, asset management, and mapping platforms. Advanced user of Microsoft Office applications (Word, Excel, and PowerPoint).
- Valid motor vehicle operator's license is required.

Language Ability and Interpersonal Communication Skills

- Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, analyze, and interpret an extensive variety of technical information and governmental regulations. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of advisory data and information such as civil engineering plans; engineering studies and reports; construction specifications; bid documents and tabulations; utility statistical reports,

demand and consumption reports, and wholesale billing statements; financial reports and statements; budgets; city 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; State of Wisconsin legal statutes; and safety rules and manuals.

- Ability to explain, demonstrate, and clarify to others within established policies, procedures, and standards, as well as the ability to respond to complex requests where established policies and procedures may not exist.
- Ability to record and deliver information, explain procedures, give and follow instructions, use and interpret civil, environmental, and electrical engineering and accounting terminology.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, construction consultants and contractors, engineering and legal consultants, financial auditors, regulatory agencies, elected and appointed government officials, and the general public. Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to prepare meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations with algebra, geometry, and descriptive statistics.
- Ability to design and produce graphical representations of complex financial data.

Judgment and Situational Reasoning Ability

- Ability to carry out directives with direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

- Ability to apply principles of influence systems such as managing, supervising, leading, teaching, directing, planning, coordinating, disciplining, coaching, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or judgmental criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as motor vehicles.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator, photocopier, telephone, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work effectively in an office environment and in public meetings under safe and comfortable conditions, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to environmental factors such as temperature variations, high winds, rain and snow, odors, noise, vibrations, wetness, machinery, and vehicular traffic. This exposure may cause discomfort and presents a risk of injury or death.

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ACKNOWLEDGEMENT:

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Printed Name: _____

Signature: _____ Date: _____

Stoughton *Wisconsin*

UTILITIES DEPARTMENT **Wastewater System Division** *Wastewater System Supervisor*

REPORTS TO: Assistant Utilities Director

PAY GRADE: W-6

FLSA: N

SUMMARY OF POSITION

The purpose of this position is to provide supervision to the Wastewater System Division, including personnel and daily operations, projects and development, and strategic planning, under the direction of the Utilities Director, including supervision of the Stoughton Utilities wastewater treatment facilities and the sanitary sewer collection system. This position serves as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assumes all obligations and responsibility for regulatory compliance.

This position also efficiently and safely performs wastewater treatment system operations, maintenance, and repair tasks, and participates in construction projects, in accordance with Stoughton Utilities construction specifications and standards.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Supervises and directs the daily operations and maintenance of the wastewater treatment plant and collection system, and oversees and monitors the wastewater treatment process. Ensures compliance with regulatory agency requirements and utility policies, including compliance with all requirements of the Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued to the Stoughton Wastewater Treatment Facility. Ensures environmentally-responsible wastewater treatment and discharge via obtaining and testing wastewater treatment samples throughout the treatment process and monitoring and recording plant operations and tank volumes.
- Supervises the activities of Wastewater System Division personnel. Conducts regular division staff meetings, establishes and maintains productivity reports, prepares and assigns work orders, coordinates introductory and continuing training programs, reviews and approves timesheets, establishes and maintains staff work and leave schedules, and assists in the completion

of performance evaluations. Plans short and long-term division work plans and projects, and guides the division's goals and vision.

- Supervises, organizes, and leads routine safety meetings. Conducts routine safety compliance checks on active job sites. Oversees division operations to ensure safety policy compliance. Report out findings to Stoughton Utilities management and safety compliance teams.
- Supervises the division tool and equipment inventory and evaluates and approves or denies requests from division staff for the procurement of new tools and equipment.
- Supervises the installation of new sanitary sewer service connections. Coordinates activities associated with sanitary sewer lateral connections with contractors, residents, and engineers.
- Supervises and coordinates the distribution of field notifications for construction.
- Supervises sludge storage and removal programs. Maintains appropriate sludge storage capacity, nutrient management field records including ownership and contact information, regulatory soil sampling requirements, and all data necessary for regulatory compliance.
- Routinely performs operator work tasks at active job sites to plan, direct, and supervise system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate staff knowledge, competence, and safety compliance.
- Repairs and maintains sanitary sewer collection mains and pumps. Performs routine maintenance to sanitary sewer collection system infrastructure and equipment. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts worksite meetings to review projects and safety.
- Operates the wastewater SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate influent and effluent flow, monitor lift station pumpage and plant treatment, and investigate system concerns.
- Obtains and prepares samples of wastewater influent and effluent quality conditions, wastewater treatment processes, and drinking water, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile

solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Adjusts wastewater treatment and drinking water distribution operations and calculates amounts of chemical additives according to test results.

- 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.
- Prepares reports in accordance with DNR, EPA, and other regulatory agency requirements, including compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, and annual air emissions reports.
- Develops and maintains emergency response and maintenance programs for the sanitary sewer collection system as part of the Stoughton Utilities Capacity, Management, Operation and Maintenance (CMOM) program. Performs self- assessments on CMOM compliance.
- Monitors industry loadings and compliance with routine sampling requirements. Maintains listing of industrial facility contacts, and forms and maintains relationships with facility operations and maintenance managers. Reviews laboratory results of industrial sampling and ensures facility compliance with discharge requirements. Provides laboratory results to the Billing & Metering Supervisor and assists in the billing of industrial surcharges
- Collaborates with the Asset & Facilities Coordinator to maintain material inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.
- Assists in the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and making recommendations for system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.
- Makes recommendations for wastewater division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Supervises routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- Collaborates with the Distribution System Coordinator to make recommendations for new development design and system expansion.

- Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned construction.
- Coordinates and schedules the work of subcontractors working at the wastewater treatment facility and on the wastewater collection system. Reviews the quality of work completed by subcontractors to ensure compliance with utility construction specifications and contract requirements and expectations. Communicates with subcontractors to discuss complaints and issues.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts treatment facility and collection system demonstrations and tours.
- Maintains GIS software applications and databases, including wastewater collection system details, service connections, manhole inspections, main flushing and televising, and other records as directed.
- Maintains an ability to work a flexible schedule to accommodate planned activities outside of the typical work schedule, including but not limited to planned plant and collection system maintenance work, as well as planned seasonal schedule changes and tasks.
- Maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on- call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Department of Natural Resources (DNR). Ensures full Wastewater System Division compliance of the same.

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic plumbing maintenance, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric and Water System Divisions, including basic system repair, traffic control and direction, site

preparation and cleanup, equipment transport and operations, electric line groundsman duties, and other tasks as directed.

- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High School diploma or equivalent, technical training in wastewater treatment, and seven or more years wastewater operator experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator - Advanced certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Commercial driver's license with tanker and air brake certification required.

Language Ability and Interpersonal Communication Skills

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment.

- 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; plant operation and maintenance manuals; engineering reports; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Natural Resources rules and regulations; State of Wisconsin legal statutes; 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, plumbers, developers, engineers, contractors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as supervising, leading, teaching, planning, coordinating, disciplining, and controlling.

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery such as forklift, backhoe, roller, compression tools, meters, dump truck, end loaders, sewer jet machine, air hammers, compactors, concrete saws, hand and power tools, generators, portable pumps, chemical pumps, freezing and thawing machines, locators, snow plows and blowers, sanitary sewer televising equipment, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in the operation and repair of wastewater treatment facility and sewer collection system equipment.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, or crawling, as well as lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.
- Ability to meet all physical requirements of the Stoughton Utilities Advanced Certified Operator position description.

Environmental Adaptability

- Ability to work effectively in an office environment, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors, such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause discomfort and presents a risk of injury or death.

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Printed Name: _____

Signature: _____ Date: _____

City of Stoughton Position Description

Name: _____ **Department:** Utilities – Wastewater System Division
Title: Advanced Certified ~~Wastewater~~ Operator **Pay Grade:** _____ **FLSA:** N
Date: ~~January~~ March, 2022~~17~~ **Reports To:** Utilities Wastewater System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other Advanced Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

Essential 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.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains ~~Performs routine maintenance to pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility, and completes other work orders as assigned.~~
- ~~Monitors and records pump operations, chemical treatment, and flow levels.~~
- ~~Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.~~
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory activities-analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.etc.
- ~~Televises, cleans, and repairs sanitary sewer collection system.~~
- Prepares, or assists with the preparation of monthly water pumpage and wastewater treatment reports, and submits to the Wisconsin Department of Natural Resources (DNR).
- ~~Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.~~

Advanced Certified ~~Wastewater~~ Operator

- ~~• Monitors and records data, and makes adjustments to the wastewater/water SCADA System.~~
- 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.
- Operates and maintains the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

~~Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.~~

~~Serves on call status for wastewater/water operations.~~

~~Complies with all Stoughton Utilities Safety Programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.

~~Performs other Stoughton Utilities tasks as directed. Performs custodial tasks.~~

Advanced Certified ~~Wastewater~~ Operator

~~Paints surfaces.~~

~~•~~

~~• At the discretion of the Utilities Director, this position may temporarily be assigned as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assume all obligations and responsibility for regulatory compliance.~~

~~• Removes Ice and snow from walkways and drives.~~

~~• Performs carpentry tasks as needed.~~

~~• Assist with water and electric operations as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and ~~four~~ three or more ~~to six~~ years water and/or wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Successful completion of the DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the above DNR ~~Operator-operator and laboratory certifications-Advanced certification.~~
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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 judgementjudgment, 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; engineering reports; technical operating manuals; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.~~
- ~~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 simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.~~
- ~~Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.~~

Mathematical Ability

- ~~Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.~~
- ~~Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgementjudgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- ~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.~~
- ~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

Advanced Certified ~~Wastewater~~ Operator

- Ability to operate equipment and machinery ~~requiring monitoring multiple conditions and making multiple complex and rapid adjustments~~, such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, ~~ement mixer~~, lab instruments, ~~mechanic's hand tools~~, ~~voltmeter~~, ~~welder~~, and excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- ~~Ability to repair complex equipment and machinery.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in ~~moderate-very to~~ heavy work, typically involving some combination of climbing, ~~and~~ balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of over 100 pounds.
- ~~Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.~~
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, ~~forms~~ shape, sounds, texture, and odors, ~~and textures~~ associated with job-related objects, materials, and ingredientstasks.

Environmental Adaptability

- Ability to work under ~~moderately unsafe and uncomfortable~~ and potentially unsafe conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odors, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, machinery dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and~~ disease, and/or dust ~~This exposure~~ may cause ~~or causing~~ discomfort and presents a high ~~and where there is a~~ risk of injury requiring extended recovery or death.

Advanced Certified ~~Wastewater~~ Operator

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Water System Division
Title: Advanced Certified ~~Water~~ Operator **Pay Grade:** **FLSA:** N
Date: ~~May~~March, ~~2022~~18 **Reports To:** Utilities Water System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on water distribution operations. This position is identical to other Advanced Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments. This position requires a Grade 1 Waterworks Operator Certification with subclasses G and D from the Wisconsin Department of Natural Resources (WDNR).

Essential 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.

- Provide safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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 as directed. 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.
- Tests water meters both in the field and in the shop according to Public Service Commission rules. Investigates zero/low meter readings and reports findings. Installs new, and replaces existing water meters.
- Prepares, or assists with the preparation of monthly water pumpage ~~report and wastewater treatment reports~~, and submits to the Wisconsin Department of Natural Resources (DNR). ~~Prepares, or assists with the preparation of water meter change program reports.~~
- 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.

Advanced Certified Water Operator

- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- ~~Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same. Operates Utilities Geographic Information Systems (GIS) software; updates asset and property records via computerized systems as required.~~
- ~~Field notifies customers regarding construction and disconnection of service.~~
- ~~Disconnects water service to customers with delinquent accounts, or upon customer request.~~
- ~~Receives and responds to customer inquiries and complaints; recommends and performs corrective action as needed.~~
- ~~Maintains material inventories; recommends material purchases.~~
- ~~Serves on call status for the wastewater/water operations.~~
- ~~Monitors and records data and operations on the water/wastewater SCADA system.~~
- ~~Assists with wastewater and electric operations as required.~~
- ~~Complies with all Stoughton Utilities Safety programs and Wisconsin Department of Natural Resources (DNR) guidelines and regulations.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.

Advanced Certified ~~Water~~ Operator

- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, or similar tasks as assigned.~~
- At the discretion of the Utilities Director, this position may temporarily be assigned as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assume all obligations and responsibility for regulatory compliance. ~~Performs other Stoughton Utilities tasks as directed.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent ~~with and~~ three ~~to five~~ or more years water and/or wastewater operator ~~plumbing or water utility~~ experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Advanced certification for the Stoughton Wastewater Treatment facilities.
- ~~Wisconsin DNR or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A Grade 1 Waterworks Operator Certification with subclasses G and D from the Wisconsin Department of Natural Resources (WDNR) for the Stoughton Waterworks, and a commercial driver's license with tanker and airbrake certification are required.~~
- Successful completion of the Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the above DNR operator and laboratory certifications.
- ~~Commercial driver's license with tanker and air brake certification required.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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 judgement/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; engineering reports; technical operating manuals; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.~~
- ~~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 simple requests.~~
- ~~Ability to utilize a variety of advisory data and information such as well readings, meter records, DNR reports and bulletins, water samples, distribution equipment reports, charts, policy manuals, maintenance records, WDNR rules and regulations, vehicle manuals, equipment manuals, water main diagrams and maps.~~
- ~~Ability to communicate effectively with Department personnel, customers, contractors, engineers, City employees, law enforcement, and WDNR personnel.~~

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra.~~Ability to add, subtract, multiply and divide; calculate percentages, fractions and decimals. Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement/judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- ~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria. Ability to use functional reasoning in performing diversified work activities.~~
- ~~Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand

Advanced Certified Water Operator

tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- ~~Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks. Ability to carry out directives without direct supervision.~~
- ~~Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as backhoe, dump truck, end loaders, sewer jet machine, meter test bench, air hammers, blacktop rollers, compactors, saws, hand tools, generators, portable pumps, chemical pumps, mowers, freezing/thawing machines, voltmeter, locators, jacks, shovels, picks, axes, etc. Ability to repair complex equipment and machinery.~~
- ~~Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in repair of water distribution equipment.~~
- ~~Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.~~
- ~~Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture and odor associated with job-related objects, materials and ingredients.~~

Environmental Adaptability

- Ability to work under uncomfortable and potentially moderately unsafe ~~and uncomfortable~~ conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odor~~high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, ~~disease,~~ machinery, explosives, gas, vehicular traffic, high voltage ~~and~~ electrical currents, and disease. This exposure may cause discomfort ~~where there is~~ and presents a high ~~a~~ risk of injury or death.

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| Advanced Certified ~~Water~~ Operator

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Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Electric System Division
Title: Apprentice Lineworker ~~man~~ **Pay Grade:** **FLSA:** N
Date: ~~April~~ March, 2022 ~~04~~ **Reports To:** Utilities Electric System Supervisor

Purpose of Position

The purpose of ~~this position~~ in this classification is to efficiently and safely assist in performing electrical distribution line construction, maintenance, and repair tasks ~~for the City of Stoughton, in accordance with Stoughton Utilities construction specifications and standards.~~

Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility's apprentice lineworker program.

This position is intended to provide education and on-the-job training leading to ~~j~~ourneyman ~~H~~line ~~workerman~~ status and requires continual progression, and is not considered a permanent employment status. Advancement to Journeyman Lineworker status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

Essential 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.

- ~~Assists in operating~~ diggers, bucket trucks, and hand tools near and around electrical distribution lines. ~~Assists in operating~~ lives live-line tools to connect and disconnect distribution lines and components. ~~Assists in installing~~ primary and secondary overhead and underground electrical systems. Performs all other industry-standard duties expected of an apprentice lineworker.
- ~~Assists in operating and maintaining the electric SCADA system.~~
- Prepares and secures safe work sites, including truck and equipment setup, placement of ~~Erects~~ warning signs and cones, traffic control and direction, and secures areas more. Conducts tailboard meetings to review projects and Maintains knowledge of and implements safety procedures.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- ~~Assists in operating~~ Operates and maintaining the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- ~~Receives and~~ Responds to customer inquiries and complaints and performs corrective action measures. Communicates with customers as required to resolve ~~in response to customer 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.
- Installs, Repairs, and maintains municipal street lighting.
- Monitors system tree trimming and removal needs, and ensures clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects, and resolves line clearance complaints and inquiries.
- Participates in the utility's apprentice lineworker program, including soliciting and receiving education and mentorship, and working towards advancement through the program.

Apprentice Lineworker

- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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.
- ~~Locates underground electric faults for repair.~~
- ~~Assists in installing primary and secondary overhead and underground electrical systems.~~
- ~~Participates in on-call status for emergencies.~~
- ~~Assists in planning and directs on-site maintenance/repair tasks. Assists in recommending on-site operation changes.~~
- ~~Contacts customers regarding temporary power outages and tree trimming operations and possible damage.~~
- ~~Assists with public education and assists with performing Wires and Fires demonstrations.~~
- ~~Repairs and maintains street lights.~~
- ~~Performs routine vehicle maintenance.~~
- ~~Trims trees and removes and chips brush.~~
- ~~Operates loaders, backhoes, dump trucks, jack hammers, wood chipper, chain saws, cutting torch and welders.~~
- ~~Reconnects meters and transfers meters.~~
- ~~Receives and responds to customer inquiries and complaints and performs corrective action in response to customer inquiries and complaints.~~
- ~~Completes and maintains work orders, staking sheets, outage reports, times sheets, etc.~~
- ~~Maintains records and prepares reports as required.~~
- ~~Completes weekly/monthly substation readings and inspection reports.~~
- ~~Recommends material purchases.~~
- ~~Maintains material inventories.~~
- Maintains an ability to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.
- Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call. As progression through the apprenticeship program occurs, maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division.
- Complies with all Stoughton Municipal Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC).

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Apprentice Lineworker

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Maintains Stoughton Municipal Utilities facilities.~~
- ~~Assists electric, wastewater and water Division as required.~~
- ~~Paints surfaces.~~
- ~~Removes ice and snow from walkways and drives.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and vocational/technical training in electrical systems, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Successful completion of a nine-month electric power distribution technical course, or e, with preference given to candidates who possess one or more of the following: enrollment in the State of Wisconsin a local four-year lineworker technician apprenticeship program preferred, vocational/technical training in electrical systems, two to three years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities leading to journeyman lineman status.
- Ability to maintain enrollment in the State of Wisconsin lineworker apprenticeship program is required.
- Ability to obtain and maintain fCertification in CPR, first aid, Hilti gun, forklift certification and CPR/First Aid certification is required.
- Ability to obtain and maintain a ,and ecommercial driver's license with tanker and airbrake certification is required. also preferred or will be required to be obtained after hire. A valid motor vehicle operator's license is required at hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Transportation rules and regulations; and safety rules and manuals.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some individual judgementjudgment, 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 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.

Apprentice Lineman

- ~~Ability to communicate effectively in writing and orally with customers, department and all levels of City personnel, electricians, contractors, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data; assemble, copy, record and transcribe data and information. Ability to classify, compute, and tabulate data.~~
- ~~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 simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as work orders, staking sheets, maps, outage reports, hazardous materials lists, safety manuals and procedures, construction specifications, transformer manuals, PCB manual, time sheets, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.~~
- ~~Ability to communicate effectively with customers, co-workers, law enforcement personnel, electricians, contractors, tree trimmers and other city employees.~~
- ~~Ability to graduate from a State of Wisconsin Four-Year Lineman Apprenticeship program.~~

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to carry out directives both with and without direct supervision. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- ~~Ability to use functional reasoning and apply rational judgement in performing diversified work activities.~~
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery ~~requiring multiple conditions and making multiple, complex and rapid adjustments,~~ such as Hilti gun, Ampact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. ~~hooks and belts, air hammers, census, dump truck, wood chipper, forklift, loaders, backhoes, cutting torch, welder, volt meter, hot sticks, extension sticks, hoists and blocks, phasing tool, cable locator, bolt cutters, winches, mechanic's hand tools, carpenter hand tools, slings, hand lines, impact tools, grinders, etc.~~ Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in ~~moderate to very~~ heavy work, typically involving some combination of climbing, ~~and~~ balancing, stooping, kneeling, crouching, ~~and~~ crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of up to 100 pounds.
- Ability to recognize and identify ~~harmonious degrees of similarities or differences between or contrasting combinations, as well as recognize individual~~ characteristics of colors, form, shape, sounds, ~~odors and textures,~~ and odor associated with job-related objects, materials, and ingredient tasks.

Environmental Adaptability

Apprentice Lineworker

- Ability to work under uncomfortable and potentially unsafe ~~and uncomfortable~~ conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, disease, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may, vehicular traffic and/or dust can cause discomfort and presents a high ~~where there is~~ risk of serious injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____ **Department:** Utilities – ~~Water – System~~ Technical Operations Division
Title: ~~Operations – Specialist~~ Apprentice Meter Technician **Pay Grade:** _____ **FLSA:** N
Date: ~~May~~ March, 202218 **Reports To:** Utilities Billing & Metering ~~Supervisor~~ Water System Supervisor

Purpose of Position

The purpose of this position is to ~~assist in the maintain~~ maintenance, repairs, testing, installation, and reading of electric and water meters; ~~maintain and operate the wastewater treatment facilities and sanitary sewer collection system; and maintain and operate the water pumping, storage, and distribution systems, and to complete water cross connection inspections for the City of Stoughton.~~ This position shall be responsible for assisting in the evaluation of electric and water services and determination of the appropriate metering design, procurement and maintenance of electric and water meters and test equipment, maintenance of electric and water meter records, and installation of electric and water meters and equipment.

Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility's apprentice meter technician program.

This position is intended to provide education and on-the-job training leading to Journeyman Meter Technician status and requires continual progression, and is not considered a permanent employment status. Advancement to Journeyman Meter Technician status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

Essential 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.

- ~~• Provide safe drinking water conditions, safe wastewater conveyance and discharge, and safe electric enclosures to protect Stoughton Utilities customers.~~
- Maintains the utility's electric and water meter testing programs to ensure compliance with Wisconsin Public Service Commission of Wisconsin (PSCW) regulations and periodic test schedules.
- Tests single and three-phase electric meters both in the field and in the shop in accordance with PSC rules. Maintains, and repairs meters, current transformers (CTs), and voltage transformers (VTs). Prepares and issues reports on electric meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.
- Tests water meters both in the field and in the shop in accordance with PSC rules. Installs, maintains, and repairs water meters. Prepares and issues reports on water meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.
- Manages the utility water and electric meter inventory. Establishes and maintains metering standardization programs, and collaborates with the Asset & Facilities Coordinator to maintain meter inventory, including the procurement of new meters and the discarding of damaged and retired meters. Prepares and issues reports on meter inventory and annual activity to division supervisors, financial staff, and regulatory agencies as directed. Completes the year-end inventory process for electric and water meters, CTs, and VTs.
- Reviews applications for new and upgraded electric service connections, and determines proper meter type, cabinet size and type, and need for CTs and VTs, and wires customer meter sockets at commercial properties. Conveys cabinet and

Operations SpecialistApprentice Meter Technician

socket requirements to customers and electrical contractors. Collaborates with the Electric System Supervisor to coordinate electric meter sizing, installation, and repair.

- Installs electric and water meters – including CTs and VTs as necessary – at customer premises, including temporary and permanent services.
- Reviews applications for new water service connections, and determines the proper meter sizing and type. Conveys plumbing requirements to customers and plumbing contractors. Collaborates with the Water System Supervisor to coordinate water meter sizing, installation, and repair.
- ~~Tests single and three phase electric meters both in the field and in the shop in accordance with Wisconsin Public Service Commission (WPSC) rules. Installs, maintains, and repairs meters, CTs and VTs.~~
- ~~Tests water meters both in the field and in the shop in accordance with WPSC rules. Installs, maintains, and repairs water meters.~~
- Maintains GIS software applications and databases, including electric and water meter inventory, electric and water meter testing history, electric and water service connection details and meter history, and other records as directed.
- Assists in the management of ~~Manages~~ the utility’s water Cross-Connection Control Program to eliminate existing and prevent future cross-connections, in accordance with Wisconsin Department of Natural Resources (DNR) rules. Performs household and business inspections, issues corrective orders, and performs follow-up inspections as necessary.
- Assists with utility billing operations by investigating zero/low meter readings for both electric and water, and reports findings. Reviews customer history and consumption trends to detect potential meter issues. Performs meter rereads upon receipt of workorders.
- Completes the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Completes the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- ~~Monitors and records data and operations on the water/wastewater SCADA system.~~
- ~~Monitors and tests water and wastewater quality conditions.~~
- Coordinates field delinquent collections operations, including disconnecting utility service to customers ~~as upon receipt of disconnection workorders, directed.~~
- Receives and responds to customer inquiries and complaints and recommends and performs corrective action in response ~~to customer inquiries and complaints.~~
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Maintains 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 to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.
- ~~Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.~~
- ~~Repairs and maintains water mains, pumps, valves, curb stops, services, and hydrants. Installs and maintains water and wastewater service connections.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meter and other work orders.~~

Operations SpecialistApprentice Meter Technician

- ~~• Televises, cleans, and repairs sanitary sewer system.~~
- ~~• Operates Utilities Geographic Information Systems (GIS) software; updates asset and property records via computerized systems as required.~~
- ~~• Participates in emergency on-call status for the wastewater/water operations.~~
- ~~• Complies with all Stoughton Utilities sSafety programs, and Wisconsin Department of Natural Resources (DNR) guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online My Account payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Maintains ~~Stoughton Utilities~~grounds and facilities, including such as painting surfaces, snow and ice removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned. ~~of ice and snow from walkways and drives, and general maintenance tasks.~~
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response. ~~Performs other Stoughton Utilities tasks for electric, water, and wastewater operations as directed.~~
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks for all other divisions as directed~~electric, water, and wastewater operations as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~• High School diploma or equivalent, with one or more years electric metering experience and basic water metering experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.-~~
- ~~• Four to six years wastewater operator experience, three to five years water operator experience, and three to five years electric metering experience.~~
- ~~• Successful completion of~~Enrollment in the State of Wisconsin three-year Electric Meter Technician apprenticeship required, or the ability to begin enrollment immediately upon employment.

Operations SpecialistApprentice Meter Technician

- ~~• Wisconsin Department of Natural Resources (WDNR) Wastewater Treatment Plant Operator—Advanced certification for the Stoughton Wastewater Treatment facilities.~~
- Basic knowledge of drinking water distribution systems required; Wisconsin Department of Natural Resources (WDNR) Grade T or Grade 1 Waterworks Operator Certification ~~for the Stoughton Waterworks~~, with subclasses G and D, preferred. Ability to obtain and maintain such certification required.
- ~~• Ability to maintain the required continuing education credits for the WDNR Wastewater Operator—Advanced and Grade 1 Waterworks certifications.~~
- Valid motor vehicle operator's license required; ~~C~~commercial driver's license with tanker and air brake certification ~~required~~preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.
- 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 simple requests.
- Ability to utilize a variety of advisory data and information such as well readings, meter records, city ordinances, WDNR PSC and DNR reports and bulletins, water samples, distribution equipment reports, charts, policy manuals, maintenance records, WDNR PSC and DNR rules and regulations, vehicle manuals, equipment manuals, water main meter and CT wiring diagrams, construction specifications and plans, service applications, electric service rules, safety manuals and codes, and maps.
- Ability to communicate effectively orally and in writing with ~~D~~department personnel, customers, contractors, engineers, City employees, law enforcement, and WDNR PSC and DNR statistical reports.
- Ability to prepare narrative and statistical reports, construction documents, and correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtractssubtraction, multiplicationy, and divisione; calculate percentages, fractions, ~~fractions~~ and decimals; interpret and develop basic descriptive statistical reports; and the ability to perform mathematical operations with fractions and algebra. ~~Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgementjudgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning in performing diversified work activities.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as motor vehicles, backhoe, dump truck, end loaders, sewer jet machine, meter test bench, air hammers, blacktop rollers, compactors, saws, hand tools, generators, portable pumps, chemical pumps, mowers, freezing/thawing machines, voltmeter, locators, jacks, shovels, picks, axes, etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.

Operations SpecialistApprentice Meter Technician

- Ability to repair ~~complex equipment and machinery~~ meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements ~~involved in repair of water distribution equipment~~ such as electrical work.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under ~~uncomfortable and moderately-potentially~~ unsafe ~~and uncomfortable~~ conditions that require where exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, ~~disease,~~ machinery, explosives, gas, and high voltage electrical currents. This exposure may cause discomfort ~~and presents a high~~ where there is a risk of injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Wastewater System Division
Title:	Apprentice Operator	Pay Grade:	FLSA: N
Date:	March, 2022	Reports To:	Utilities Wastewater System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on wastewater collection and treatment operations.

Responsibilities for this position will increase in complexity and level of individual responsibility as the employee progresses through the utility’s Advanced Certified Operator Apprenticeship program.

This position is intended to provide education and on-the-job training leading to Advanced Certified Operator status and requires continual progression, and is not considered a permanent employment status. Advancement to Advanced Certified Operator status occurs upon completion of required classroom instruction, on-the-job training hours, and demonstration of job knowledge and competency.

Essential 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.

- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- Repairs and maintains sanitary sewer collection mains and pumps. Performs routine maintenance to sanitary sewer collection system infrastructure and equipment. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.
- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- 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.
- 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.

Apprentice Operator

- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to travel within Wisconsin to locations requiring overnight stays up to a week in length to complete the required apprenticeship classroom and hands-on training.
- Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call. As progression through the apprenticeship program occurs, maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with demonstrated mechanical and/or plumbing aptitude.
- Successful completion of wastewater treatment technical courses, or enrollment in the State of Wisconsin wastewater treatment plant operator apprenticeship program preferred.

Apprentice Operator

- Ability to maintain enrollment in the State of Wisconsin wastewater treatment plant operator apprenticeship program is required.
- Ability to obtain and maintain CPR/First Aid certification is required.
- Ability to obtain and maintain a commercial driver's license with tanker and airbrake certification is required. A valid motor vehicle operator's license is required at hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.

Apprentice Operator

- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and disease. This exposure may cause discomfort and presents a high risk of injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____ **Department:** Utilities – ~~Planning Division~~ Technical Operations Division

Title: Utilities ~~Engineering Technician~~ Asset & Facilities Coordinator **Pay Grade:** _____ **FLSA:** N

Date: ~~June~~ March, 2022 ~~15~~ **Reports To:** Assistant Utilities ~~Director~~ Operations Superintendent

Purpose of Position

The purpose of this position is to coordinate inventory and construction management tasks for Stoughton Utilities, including contract maintenance, public bidding and requests for quotations, purchasing, warehousing, asset installation and retirement records, and inventory maintenance. This position is also responsible for the coordination of the construction workorder process from start to finish, including participating in the development of initial estimates, project closeout, and billing.

This position also coordinates Stoughton Utilities vehicle procurement and maintenance programs, participates in the maintenance of the utility Geographic Information System (GIS), participates in the operation and maintenance of the utilities Outage Management System (OMS), and participates in the operation and maintenance of the utilities Supervisory Control and Data Acquisition (SCADA) systems. ~~perform technical planning, development tasks, and coordinate utility construction and maintenance projects; to perform field duties including field engineering, electrical and water system construction and maintenance; and to serve as the Stoughton Utilities~~ This position serves as the designated facilities coordinator manager and the safety program coordinator.

Essential 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.

- ~~Performs~~ Coordinates a variety of technical planning tasks for maintenance and construction projects, such as ~~preparing the preparation and distributing~~ distribution of materials and equipment specifications, the preparation of work orders, and staking sheets, and the solicitation of ; ~~soliciting~~ materials and equipment proposals. ; ~~Coordinates the purchasing and retiring~~ retirement of materials. ; ~~and~~ Assigns, schedules, and performing ~~basic engineering construction management~~ tasks in the office and the field.
- ~~Coordinates electric, water, and wastewater projects from conception through construction, including design, materials issuance and retirement, inventory, pay request disbursement recommendations, and project close out. Assigns costs and monitors job orders for material sheets and places data into the continuing property records systems. Opens and closes construction and maintenance workorders, and allocates inventory. Prepares forms, records, and written correspondence necessary to complete project file information. Conducts yearend storeroom inventory of electric and water utility materials.~~
- Coordinates and maintains contracts with vendors, including assisting with the evaluation of proposals, solicitation of bids and/or quotations, review and negotiation of contract terms, follow up action to address contract deficiencies or violations, and all other contract management requirements. Participates in third-party service selection. Coordinates contract execution.
- Manages Stoughton Utilities Electric, Water, and Wastewater standard construction specifications. Conducts periodic reviews of the specification documents to ensure they remain accurate and up to date, collaborating with utilities division supervisors to obtain input. Shares construction specifications with project developers, engineering consultants, construction contractors, and others.
- Participates in the planning of electric, water, and wastewater projects from conception through completion, in collaboration with the Distribution System Coordinator. Makes recommendations for new development design and system expansion. Coordinates customer construction estimating and new development design review process in the absence of the Distribution System Coordinator.

Utilities ~~Engineering Technician~~ Asset & Facilities Coordinator

- Assigns costs and monitors job orders for material sheets and places data into the GIS and financial continuing property records systems. Opens and closes construction and maintenance workorders, and allocates inventory. Prepares forms, records, and written correspondence necessary to complete project file information. Follows all accounting procedures to track materials, supplies, and equipment.
- Collaborates with utilities division supervisors to maintain material inventory and procurement, including general construction, maintenance, safety, and vehicle items. Receives input and recommendations for material quality standards and specifications. Coordinates the evaluation of proposals and material acquisition. Coordinates the year-end inventory process for electric, water, and wastewater utility materials, collaborating with utilities division supervisors through completion of the assignment.
- Conducts construction project plan and specification reviews, including utility easement review. Obtains, reviews, and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Obtains and reviews private building construction projects, including reviewing compliance with existing utility easements and assisting in the acquisition of new utility easements as necessary.
- Processes customer inquiries and requests for maintenance related to the electric utility; investigates complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Receives customer inquiries, writes and distributes work orders, provides information, and/or refers to appropriate person or agency for resolution. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned service interruptions.
- ~~Conducts plan and specification reviews. Obtains, reviews and approves as built plans, quantities, and acceptance certifications. Conducts plan and specification reviews. Coordinates Stoughton Utilities operations with engineering consultants and contractors, and participates in third party service selection~~
- Collaborates within the Technical Operations Division to maintain and improve the utility Geographic Information System (GIS), including updating asset data and locations for the electric, water, and wastewater divisions, developing maps and mobile services for utility employees and engineering consultants, and completing basic maintenance of GIS software, databases, geometric networks, and add-on systems. Collaborates with utility division supervisors to obtain, process, and verify data updates. Develops system documentation. Participates on and reports system changes to the GIS team.
- Collaborates within the Technical Operations Division to operate and maintain the Supervisory Control and Data Acquisition (SCADA) systems for the electric system and the water/wastewater system. Participates in SCADA system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and OMS system integration. Provides training to utility operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Collaborates within the Technical Operations Division to operate and maintain the Outage Management System (OMS). Participates in OMS system maintenance projects, including system upgrades and improvements, security upgrades, and SCADA system integration. Provides training to field employees on mobile system use, office employees on data collection and entry, and all other software operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.

~~Process customer requests for maintenance and construction projects related to the electric utility. Receives customer inquiries, writes and distributes work orders, provides information, and/or refers to appropriate person or agency for resolution.~~

~~Assigns costs and monitors job orders for material sheets and places data into the continuing property records systems. Opens and closes construction and maintenance workorders, and allocates inventory. Prepares forms, records, and written correspondence necessary to complete project file information. Conducts yearend storeroom inventory of electric and water utility materials.~~

~~Follows all accounting procedures to track materials, supplies, and equipment. Maintains inventory and product cost information in GIS. Works with the Utilities GIS Analyst to update utility facilities and equipment in the GIS database, as well as modify existing data to incorporate new infrastructure and developments.~~

Utilities Engineering Technician/Asset & Facilities Coordinator

~~Purchase construction and maintenance materials for the electric and water divisions. Purchases safety equipment for all Stoughton Utilities divisions; initiates and monitors their use.~~

~~Directs water system engineering studies. Prepares the annual drinking water Consumer Confidence Report.~~

~~Assists in budget planning. Participates in capital projects program development and implementation.~~

~~Represents the Department on the Technical Advisory Committee. Participates in public hearings and informational meetings regarding utility projects.~~

- ~~• Serves as the Stoughton Utilities facilities coordinator for the administration building, wastewater treatment facility office, wells, and lift station buildings; schedules maintenance and repair efforts, mowing and landscaping services, snow removal, and janitorial services. Responds to all operational requirements of the occupants.~~
- ~~• Serves as the Stoughton Utilities facilities safety program coordinator. Coordinates employee safety training programs to ensure regulatory compliance and maintains documentation of employee training history. Conducts periodic job site inspections upon request and documents observations. Manages written safety programs and conducts periodic reviews to ensure they remain up to date. Serves as the Safety Team Leader and schedules and participates in periodic meetings. manager; schedules and responds to all operational safety requirements, requests, and concerns of the occupants/utility employees.~~
- ~~• Maintains 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.~~
- ~~• Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~• Serves as a backup for the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.~~
- ~~• Serves as a backup to collect the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.~~
- ~~• Serves as the backup outage coordinator during routine work hours, including scheduled outages and service disconnections.~~
- ~~• Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.~~
- ~~• Maintains active certificate of appointment as a State of Wisconsin Notary Public.~~
- ~~• Performs electrical system maintenance and construction tasks such as connecting new services and service upgrades, chipping brush, substation inspections, electric and/or water service disconnection and reconnection, etc.~~
- ~~• Ensures that all safety standards are met, and complies with all Stoughton Utilities Safety Programs.~~
- ~~• Assists/Performs other all Stoughton Utilities divisions as required, and performs other tasks as directed.~~
- ~~•~~

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~• High School diploma or equivalent, vocational/technical training in Civil Engineering/electrical distribution, civil engineering, information technology, or related another field that provides relevant experience, three to five years utility~~

Utilities ~~Engineering Technician~~ Asset & Facilities Coordinator

~~engineering technician~~ experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Vocational or utility industry training in one or more of the following is preferred: facilities management, cost accounting, project management, Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), basic networking and information technology.
- ~~Department of Natural Resources (DNR) Grade I GD Waterworks Operator License.~~
- ~~A~~Valid motor vehicle operator's license ~~and commercial driver's license~~ is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to classify, compute, and tabulate ~~and categorize data.~~ and information, following a prescribed plan requiring the exercise of significant individual judgment. ~~analyze and categorize data and information to determine the relationship of the data with reference to established criteria.~~ Ability to compare, count, differentiate, measure, and/or sort information, as well as data, assemble, copy, record, and transcribe data and information. ~~Ability to classify, compute, tabulate and categorize data.~~
- 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 complex requests.
- Ability to comprehend, interpret, approve, and utilize a variety of advisory and design data and information such as billing invoices, vehicle maintenance reports, applications for service, correspondence, capital plans, regulations and legal statutes, job authorization forms, purchase orders, ordinances, material sheets, staking sheets, computer software operating manuals, and safety rules and manuals. Ability to utilize and interpret environmental, electrical engineering, water and wastewater engineering, computer software systems, geographical information systems, and accounting terminology.
- ~~Ability to advise, apply, and explain policies, procedures, and standards to specific situations.~~
- ~~Ability to utilize a variety of advisory data and information such as contractor pay requests, construction specifications, construction plans, service applications, sanitary sewer extension submittals, inspection reports, safety training reports, transformer test reports, inventory lists, construction standards, capital project plans, maps, ordinances, vehicle maintenance reports, technical hand books, electric service rules, and Wisconsin Statutes and Administrative Codes.~~
- Ability to communicate ~~orally and in writing~~ and orally effectively with ~~Department personnel,~~ customers, department and all levels of City personnel, contractors, developers, engineering consultants, legal consultants, regulatory agency personnel, City employees, and ~~law enforcement~~the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, construction documents, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- ~~Requires the A~~Ability to perform addition, subtraction, multiply/multiplication, and divided/division; ~~and to~~ calculate percentages, fractions, and decimals, ~~volumes, ratios and spatial relationships;~~ -
- ~~Ability to~~ interpret and develop basic-detailed descriptive statistical reports; and the ability to perform mathematical operations with algebra.-

Judgment and Situational Reasoning Ability

- Ability to carry out directions without direct supervision. Ability to exercise independent ~~judgement~~judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Utilities ~~Engineering Technician~~ Asset & Facilities Coordinator

- Ability to apply principles of influence systems, such as leading, teaching, directing, planning, coordinating, and controlling.
- ~~Ability to use functional reasoning in performing diversified work activities.~~
- ~~Ability to exercise the judgment, decisiveness, and creativity required ~~required~~ in situations involving the evaluation of information against measurable or judgmental criteria, and involving the direction, control, and planning of an entire program or multiple programs. ~~evaluation of information against sensory and/or judgmental criteria.~~~~
- ~~_____~~

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, ~~complex~~ complex, and rapid adjustments, such as motor vehicles, ~~-~~ dump truck, front end loader, ~~fork lift~~ forklift, ~~bucket truck, digger derriek,~~ etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing ~~semi~~-skilled movements such as ~~computer terminal use~~ typing, repair, and operation.
- Ability to exert ~~moderate~~ heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, ~~and~~ crawling, lifting, and carrying, pushing ~~or~~ and pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of ~~colors~~ color, ~~and~~ sound, taste, texture, and odors associated with job-related objects, materials, and tasks.

Supervisory Skills

- ~~Ability to review the work of others and provide recommendations.~~

Environmental Adaptability

- Ability to work effectively in an office environment, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to ~~under typically safe and comfortable conditions where exposure to construction site~~ environmental factors such as temperature variations, winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, and vehicular traffic ~~hazards and electrical currents.~~ This exposure may ~~can~~ cause discomfort and ~~pose~~ presents a risk of injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Stoughton Utilities
Title: Assistant Utilities Director **Pay Grade:** **FLSA:** Exempt
Date: May/March, 2016/2022 **Reports To:** Stoughton Utilities Director

Purpose of Position

The purpose of this position is to assist the Utilities Director with the coordination and administration of Stoughton Utilities, and assume the responsibilities of the Director in ~~his/her~~their absence. This position will also ~~implement, administer, and monitor/~~manage information and operational technology solutions for ~~all~~ Stoughton Utilities ~~divisions~~, and be responsible for the management of the Electric System, Technical Operations, Wastewater System, and Water System Divisions.

Essential 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.

- Acts as Utilities Director in their absence and maintains continuity of day-to-day and long-term utility vision and goals, and ensures utility operations continue without interruption.
- ~~In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participate in required Utilities Committee and Common Council meetings. Prepares monthly status reports as requested, in addition to other scheduled and unscheduled presentations and reports.~~ Supervises and directs/Manages the activities of the Electric System Division, Technical Operations Division, Wastewater System Division, and Water System Division personnel. Establishes and maintains productivity reports, assigns and reviews work, coordinates continuing education/training and professional development programs, schedules and approves overtime and leave, reviews work performed for accuracy and effectiveness, completes performance evaluations, etc.
- Manages Stoughton Utilities information and operational technology systems, including internal and customer-facing software solutions, automation platforms, data networking and communications systems, computing hardware and peripheral devices, mobile device management, and user account management.
- In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participates in required Utilities Committee and Common Council meetings. Prepares monthly meeting agendas and notices, status reports, and other scheduled and unscheduled presentations and reports.
- In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in participation and communications with industry partners including WPPI Energy and Municipal Electric Utilities of Wisconsin (MEUW), lobbying organizations, regulatory agencies, legal representation, and elected officials. Serves as the Alternate Director on the WPPI Energy Board of Directors.
- ~~Provides input regarding the activities of all divisions of Stoughton Utilities. Establishes and maintains productivity reports, coordinates continuing education/training, provides assistance regarding professional development programs, assists with the preparation of performance evaluations, etc.~~
- Works/In conjunction with the Utilities Director and the Director of Human Resources & Risk Management-, makes recommendations regarding and participates in staff hiring and promotions, employee feedback and coaching, disciplinary actions, personnel evaluations, staff development, and terminations.
- ~~In the absence of, or in cooperation with the Utilities Director, represents Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participate in required Utilities Committee and Common Council meetings. Prepares monthly status reports as requested, in addition to other scheduled and unscheduled presentations and reports.~~

Assistant Utilities Director

- ~~• Manage the institutional knowledge of Stoughton Utilities. Coordinates team meetings, peer discussions, and on-the-job training, and promotes multigenerational communications.~~
- Receives and responds to high-level customer inquiries and complaints, including those from elected officials and the Wisconsin Public Service Commission of Wisconsin, and performs resulting corrective action and/or policy revisions.
- ~~• Manages technology inventory to include procurement and disposal. Assists with preparation and monitors annual budget, 10-year capital projects program, and 20-year capital operations program. Maintains contacts with vendors, prepares proposal requests, receives and evaluates proposals, prepares purchase orders, and acquires material as required.~~
- ~~• Ensures technology documents/certificates such as product registrations, software licensing and contracts, SSL certificates, maintenance agreements, service contracts, etc. related to technology operations and/or technology services are evaluated, processed, and maintained.~~
- ~~• Manages phone and data network system operations. Installs & maintains hardware; adds and maintains user accounts for SU staff and external contractors; assigns rights and access; assesses and reports upon operational status; performs system monitoring and performance analysis and tuning; troubleshoots system hardware, software, networks, and operating and system management systems, etc.~~
- ~~• Establishes and maintains a well-run phone and data network system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, wired and wireless LAN and WAN networks, telephone system hardware, internal and external telephone lines and circuits, and operating and system management systems; and defining system and operational policies and procedures.~~
- Manages utility cybersecurity protection efforts and secures phone and data network systems by developing system access, monitoring, control, and evaluation procedures; establishing, implementing, and testing disaster recovery policies and procedures; monitoring network input and output; and reviewing application and performance logs.
- ~~• Configures and maintains workstations, software, printers, desktop and mobile devices, and other peripherals. Provides written and verbal instruction and education to end users on computer/device use, and problem solving. Manages utility physical security protection efforts and secures utility facilities by developing facility access, monitoring, control, and evaluation procedures, and reviewing physical security protections.~~
- ~~• Manages the utility Geographic Information System (GIS), including asset data for the electric, water, and wastewater system divisions, developing maps and services for utility employees and engineering consultants, and completing advanced maintenance of software, databases, geometric networks, and add-on systems. Develops system documentation. Coordinates and reports system changes to the GIS team.~~
- ~~• Manages the Supervisory Control and Data Acquisition (SCADA) systems and the Outage Management System (OMS). Manages system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and system integrations. Provides training to utility operators. Develops system documentation. Coordinates and reports system changes to the SCADA & OMS team.~~
- ~~• Manages Stoughton Utilities billing, metering, collections, and customer service, and ensures compliance with all regulatory requirements.~~
- ~~• Manages Stoughton Utilities customer outreach campaigns, long-term strategic planning of customer outreach and education efforts, public event planning, and other education and outreach efforts.~~
- ~~• Manages technical planning tasks for maintenance and construction projects, construction and development project plans and specifications, and system outage and reliability reporting.~~
- ~~• Manages the Stoughton Utilities facilities coordination for the administration building, wastewater treatment facility office, wells, and lift station buildings. Responds to all operational requirements of the occupants.~~
- ~~• Manages the Stoughton Utilities safety program coordination. Participates on the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees. Designs, develops, and maintains web-based applications~~

Assistant Utilities Director

~~including public websites and internal applications, including graphic design and programming. Supports existing web-based applications programmed in ASP.NET, VB.NET, HTML/XHTML, CSS, and JavaScript.~~

- ~~•~~
- ~~• Designs, develops, and maintains database solutions for internal applications. Supports existing databases in Microsoft Access, Microsoft SQL, ESRI ArcSDE geodatabase, MySQL, and XML formats.~~
- ~~• Designs, develops, and maintains custom programming and database solutions for internal and customer-facing applications and websites. Supports existing custom programming in VB, VB.NET, and C#.NET.~~
- ~~• Collaborates with the Asset & Facilities Coordinator to maintain technology inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.~~
- ~~• Assists with the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and determining system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.~~
- ~~• Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin, Wisconsin Department of Natural Resources, and the National Electric Safety Code.~~
- ~~• Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies. Oversees Geographic Information System (GIS) systems, data, and projects. Provides recommendations and assists in the coordination of system improvements.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~• Greet and direct visitors. Answer, direct, and route telephone calls and messages.~~
- ~~• Assist other division personnel as required.~~
- ~~• Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, and conducts system demonstrations and tours.~~
- ~~• Assists all other Stoughton Utilities divisions as required. Develop and implement effective customer service operations and positive customer relations, as well as assist with public education.~~
- ~~• Develop and implement a public information program to promote a positive Utility environment in the City and service territory.~~
- ~~• Works with MEUW to ensure that all safety standards are met, and complies with all Stoughton Utilities Safety Programs.~~
- ~~•~~
- ~~• Works collectively with staff to maintain Stoughton Utilities facilities, assists all Stoughton Utilities divisions as required, and performs other tasks as directed.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~• Associate's or Vocational/Bachelor's degree in Computer Science or Network Administration engineering or business management, or a related field, with a minimum of ten to fifteen years of responsible electric, water, and wastewater utility experience. A track record of successful management, including a minimum of five years of and supervisory experience. Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.~~

Assistant Utilities Director

- Significant knowledge of computer software used in the utility environment, including experience with Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), and Customer Information Systems (CIS).
- Significant knowledge of Microsoft Office applications (Word, Excel, Access, Outlook, and PowerPoint) including scripting and automation. Significant knowledge of Microsoft desktop and server operating systems, Exchange and SQL Server platforms, and Hyper-V virtualization systems.
- Knowledge of scripting and programming concepts and commonly used coding languages.
- Valid motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level complex data analysis, including the ability to audit, deduce, assess, conclude, and appraise, analyze, and interpret an extensive variety of technical information and governmental regulations. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information such as billing reports and statements; financial reports and statements; budgets; accounting and billing systems; computer software operating manuals; city 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; State of Wisconsin legal statutes; and safety rules and manuals.
- reports and records, studies, logs, timesheets, service rules, manuals, handbooks, procedures, guidelines, payments due lists, engineering studies, capital projects plans, Administrative Codes, State Statutes, Federal Register, and non-routine correspondence.
- Ability to explain, demonstrate, and clarify to others within established policies, procedures, and standards, as well as the ability to follow specific instructions and to respond to complex requests where established policies and procedures may not exist.
- Ability to record and deliver information, explain procedures, give and follow instructions, use and interpret civil, environmental, and electrical engineering and accounting terminology.
- Ability to communicate effectively in writing and orally with Utilities division supervisors and other staff, customers, department and all levels of City personnel, the Mayor, City Alderpersons, other City officials information technology and systems consultants and contractors, software engineers, engineering and legal consultants, financial auditors, regulatory agencies, congressional delegates selected and appointed government officials, and the general public, vendors and contractors, and others verbally and in writing.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assesseonduet performance reviews, and implement procedures recommendations to improve the work of others.

Assistant Utilities Director

- Ability to make ~~decisions~~ recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- ~~A~~ Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations make use of the principles of with algebra, ~~trigonometry~~ geometry, and descriptive statistics.
- Ability to design and produce graphical representations of complex financial data.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the aAbility to apply principles of influence systems such as supervision, managing, supervising, leading, teaching, directing, planning, coordinating, disciplining, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

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- Requires the aAbility to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as motor vehicles.
- ~~Ability to operate a motor vehicle.~~
- ~~Ability to maintain and operate all Stoughton Utilities technologies.~~
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, ~~remittance processing system~~, cash register, postage meter, photocopier, paper cutter, hand punch, ~~and telephone~~, and other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as typing, electronics repair, and installation of computing hardware and cabling.
- Ability to perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert very moderate physical effort in sedentary-moderate to light-heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling, lifting, and carrying, pushing, and or pulling over 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and tasks.

~~Judgment and Situational Reasoning Ability~~

- ~~Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, disciplining, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- ~~Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.~~

Environmental Adaptability

- ~~Ability to work effectively in an office environment and in public meetings under safe and comfortable conditions, as well as in the field under under safe and uncomfortable and potentially unsafe conditions where that require exposure to environmental factors such as temperature variations, odors, noise, vibrations, machinery, and high voltage electrical currents. This exposure may cause discomfort is minimal and poses little to presents no a risk of injury or death.~~

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- ~~Ability to work effectively in an office environment, at construction job sites, and in public meetings.~~

Assistant Utilities Director

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater System Division
Title:	Advanced <u>Basic</u> Certified Wastewater Operator	Pay Grade:	FLSA: N
Date:	January <u>March</u> , 20 <u>22</u> 17	Reports To:	<u>Utilities</u> Wastewater System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments.

Essential 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.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally -responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains ~~Performs routine maintenance to pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility, and completes other work orders as assigned.~~
- ~~Monitors and records pump operations, chemical treatment, and flow levels.~~
- ~~Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.~~
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory ~~activities-analysis~~ including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.~~ete.~~
- ~~Televises, cleans, and repairs sanitary sewer collection system.~~
- Prepares, or assists with the preparation of monthly water pumpage and wastewater treatment reports, and submits to the Wisconsin Department of Natural Resources (DNR).
- ~~Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.~~

~~Advanced Basic Certified Wastewater~~ Operator

- ~~Monitors and records data, and makes adjustments to the wastewater/water SCADA System.~~
- 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.
- Operates and maintains the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

~~Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.~~

~~Serves on call status for wastewater/water operations.~~

~~Complies with all Stoughton Utilities Safety Programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.

~~Advanced-Basic~~ Certified ~~Wastewater~~ Operator

- ~~• Performs other Stoughton Utilities tasks as directed. Performs custodial tasks.~~
- ~~• Paints surfaces.~~
- ~~• Removes ice and snow from walkways and drives.~~
- ~~• Performs carpentry tasks as needed.~~
- ~~Assist with water and electric operations as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and ~~four~~ one or more ~~to six~~ years water and/or wastewater operator experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – ~~Advanced-Basic~~ certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.
- Ability to maintain the required continuing education credits for the above DNR ~~Operator-operator certifications-~~ ~~Advanced certification.~~
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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 judgement, 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; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.~~
- ~~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 simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.~~
- ~~Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.~~

Mathematical Ability

- ~~Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.~~
- ~~Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- ~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.~~
- ~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

~~Advanced Basic~~ Certified ~~Wastewater~~ Operator

- Ability to operate equipment and machinery ~~requiring monitoring multiple conditions and making multiple complex and rapid adjustments~~, such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, ~~ement mixer~~, lab instruments, ~~mechanic's hand tools~~, ~~voltmeter~~, ~~welder~~, and excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- ~~Ability to repair complex equipment and machinery.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in ~~moderate-very to~~ heavy work, typically involving some combination of climbing, ~~and~~ balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of over 100 pounds.
- ~~Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.~~
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, ~~forms~~ shape, sounds, texture, and odors, ~~and textures~~ associated with job-related objects, materials, and ingredientstasks.

Environmental Adaptability

- Ability to work under ~~moderately unsafe and uncomfortable~~ and potentially unsafe conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odors, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, machinery dusts, machinery, explosives, gas, vehicular traffic, high voltage electrical currents, and~~ disease, and/or dust ~~This exposure~~ may cause ~~or causing~~ discomfort and presents a high ~~and where there is a risk of injury~~ requiring extended recovery or death.

~~Advanced~~ Basic Certified ~~Wastewater~~ Operator

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Water System Division
Title: Basic Certified ~~Water~~ Operator **Pay Grade:** **FLSA:** N
Date: May~~March~~, 2022~~18~~ **Reports To:** Utilities Water System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on water distribution operations. This position is identical to other Basic Certified Operator positions in terms of job scope and required qualifications and certifications, however may differ in day-to-day duties and assignments. ~~This position requires a Grade 1 Waterworks Operator Certification with subclasses G and D from the Wisconsin Department of Natural Resources (WDNR).~~

Essential 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.

- Provide safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally -responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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 ~~as directed.~~ 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility.
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed, and/or delivers samples to outside laboratories. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.
- ~~Tests water meters both in the field and in the shop according to Public Service Commission rules. Investigates zero/low meter readings and reports findings. Installs new, and replaces existing water meters.~~
- Prepares, or assists with the preparation of monthly water pumpage ~~report and wastewater treatment reports,~~ and submits to the Wisconsin Department of Natural Resources (DNR). ~~Prepares, or assists with the preparation of water meter change program reports.~~
- 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.

Basic Certified ~~Water~~ Operator

- Operates the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- ~~Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same. Operates Utilities Geographic Information Systems (GIS) software; updates asset and property records via computerized systems as required.~~
- ~~Field notifies customers regarding construction and disconnection of service.~~
- ~~Disconnects water service to customers with delinquent accounts, or upon customer request.~~
- ~~Receives and responds to customer inquiries and complaints; recommends and performs corrective action as needed.~~
- ~~Maintains material inventories; recommends material purchases.~~
- ~~Serves on call status for the wastewater/water operations.~~
- ~~Monitors and records data and operations on the water/wastewater SCADA system.~~
- ~~Assists with wastewater and electric operations as required.~~
- ~~Complies with all Stoughton Utilities Safety programs and Wisconsin Department of Natural Resources (DNR) guidelines and regulations.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.

Basic Certified ~~Water~~ Operator

- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, or similar tasks as assigned.~~
- ~~Performs other Stoughton Utilities tasks as directed.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent ~~with and three one to five or more~~ years water and/or wastewater operator plumbing or water utility experience.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator – Basic certification for the Stoughton Wastewater Treatment facilities.
- Wisconsin DNR ~~or any combination of education and experience that provides equivalent knowledge, skills, and abilities.~~ A Grade 1 Waterworks Operator Certification with subclasses G and D ~~from the Wisconsin Department of Natural Resources (WDNR)~~ for the Stoughton Waterworks, ~~and a commercial driver's license with tanker and airbrake certification are required.~~
- Ability to maintain the required continuing education credits for the above DNR operator certifications.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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 judgementjudgment, 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; city 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.~~
- ~~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 simple requests.~~
- ~~Ability to utilize a variety of advisory data and information such as well readings, meter records, DNR reports and bulletins, water samples, distribution equipment reports, charts, policy manuals, maintenance records, WDNR rules and regulations, vehicle manuals, equipment manuals, water main diagrams and maps.~~
- ~~Ability to communicate effectively with Department personnel, customers, contractors, engineers, City employees, law enforcement, and WDNR personnel.~~

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra.~~Ability to add, subtract, multiply and divide; calculate percentages, fractions and decimals. Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgementjudgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching.
- ~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria~~Ability to use functional reasoning in performing diversified work activities.
- ~~Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

- Ability to operate equipment and machinery such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, lab instruments, excavation hand

Basic Certified ~~Water~~ Operator

tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- ~~Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks. Ability to carry out directives without direct supervision.~~
- ~~Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as backhoe, dump truck, end loaders, sewer jet machine, meter test bench, air hammers, blacktop rollers, compactors, saws, hand tools, generators, portable pumps, chemical pumps, mowers, freezing/thawing machines, voltmeter, locators, jacks, shovels, picks, axes, etc. Ability to repair complex equipment and machinery.~~
- ~~Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in repair of water distribution equipment.~~
- ~~Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.~~
- ~~Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture and odor associated with job-related objects, materials and ingredients.~~

Environmental Adaptability

- Ability to work under uncomfortable and potentially moderately unsafe ~~and uncomfortable~~ conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odors~~high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, ~~disease,~~ machinery, explosives, gas, vehicular traffic, high voltage ~~and~~ electrical currents, and disease. This exposure may cause discomfort ~~where there is~~ and presents a high ~~a~~ risk of injury or death.
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| Basic Certified ~~Water~~ Operator

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities –Technical Operations Division
Title:	Utilities –Billing & Metering Specialist Supervisor	Pay Grade:	FLSA: <u>Exempt</u> N
Date:	February March, 2022+6	Reports To:	<u>Assistant Utilities Director</u> Technical Operations Supervisor

Purpose of Classification:

The purpose of position is to supervise and perform ~~specialized~~ billing, metering, collections, and customer service tasks for Stoughton Utilities, including but not limited to: preparation and distribution of daily and monthly utility billing statements, maintenance of customer billing and metering records, review of electric and water meter data, ~~and~~ specialized customer service as it relates to municipal utility billing and collections, and general customer service as it relates to municipal utility operations and activities.

This position is responsible for the supervision of Stoughton Utilities billing, metering, and collections personnel and daily operations, projects and development, and strategic planning, under the direction of the Assistant Utilities Director.

Essential 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.

- Supervises the billing, metering, and collections activities and personnel within the Technical Operations Division. Establishes and maintains productivity reports, assigns and reviews work, recommends continuing education/training and professional development programs, schedules and approves overtime and leave, reviews work performed for accuracy and effectiveness, assists in the completion of performance evaluations, etc.
- Supervises the completion of~~Perform~~ all tasks necessary to prepare and distribute accurate and timely billing statements for electric, water and wastewater service, and all other billed charges, including ~~s~~Stormwater ~~u~~Utility charges for the City of Stoughton. Supervises and/or p~~Performs~~ all tasks necessary to ensure proper accounting and reporting of billed charges.
- ~~Prepare all systems used to obtain scheduled electric and water meter readings. Once obtained, review all meter readings for accuracy and process for customer billings.~~
- Supervises the maintenance ~~Maintain~~ of accurate customer billing and metering information in the customer information system (CIS). Supervises and/or p~~Performs~~ periodic account reviews for proper rate classifications and application of utility rate and rule tariffs, ~~customer setups,~~ responsible parties, meter installation details, tax exempt status, and all other reviews necessary to ensure accuracy.
- Supervises the p~~Processing of~~ all electric and water meter installations, removals, and replacements, and completes the records of such actions in the CIS and on customer accounts. Verifies all metering setups to ensure accuracy, including ~~—Perform~~ field verification as necessary~~directed~~. Creates new accounts in the CIS upon completion of newly constructed metered services.
- Supervises the utility’s water Cross-Connection Control Program, in accordance with Wisconsin Department of Natural Resources (DNR) requirements. Assists meter technician with maintaining program records, producing reports and statistics, and issuing customer notifications.
- Supervises the utility water and electric meter inventory, including the oversight of metering standardization programs, meter procurement and disposal, and inventory reporting.
- Supervises the delinquent account collection methods and policies, including customer outreach and notification, service disconnections, small claims court, and outside collection agencies. Reviews and implements recommendations for new collection methods and policies.

Utilities Billing ~~Specialist~~ & Metering Supervisor

- Supervises the annual fall disconnection reporting in accordance with Wisconsin Public Service Commission of Wisconsin (PSCW) requirements.
- Leads in-house training and support of CIS to other division personnel; creates/modifies customer reporting templates upon request. Creates new and maintains existing CIS and metering procedures and instructional documentation. Maintains CIS and metering policies and procedures manuals.
- Prepares all systems used to obtain scheduled electric and water meter readings. Once obtained, reviews all meter readings for accuracy and processes readings for customer billings.
- Calculates the monthly Power Cost Adjustment Clause (PCAC), updates the CIS for billing purposes, and prepares monthly reports for power supply and regulatory purposes.
- Calculates account billing corrections, including back-billings and customer credits, and submits the calculations for approval and processing. Prepares explanatory letters and spreadsheets for customer and regulatory review. Maintains records of all corrections and supporting documentation, and submits annual report to the ~~Wisconsin Public Service Commission~~ PSCW.
- Reviews and approves customer account corrections not related to billed charges, including payment adjustments, deposit refunds, late penalty reversals, balance transfers, and submits the corrections for processing.
- ~~Verify and maintain property owner and tenant data for all new and existing accounts. Review and consolidate customer and account numbers as appropriate.~~
- Maintains utility rate and rules tariffs. Updates rate information in the CIS and on the Stoughton Utilities website, and maintains physical copies of all tariffs for customer review.
- Prepares and processes customer applications for residential and commercial utility service, contractor applications for new and temporary service, work orders, complaint forms, meter change out forms and reports, letters and other communications to and from customers and property owners, and more.
- ~~Coordinate customer outreach and marketing efforts. Organize, create, and prepare monthly billing statement inserts and messages regarding energy efficiency, optional programs, utility education, etc.~~
- ~~Provide in-house training and support of CIS to other division personnel; create/modify reports upon request.~~
- Prepares and issues reports, including but not limited to customer data, meter data, consumption statistics, financial statistics, trends and behavioral analysis, and inspection records, and reports findings to division supervisors, financial employees, third-party auditors, and regulatory agencies as directed.
- Receives written and verbal requests, inquiries, and complaints; coordinates actions required; and responds to inquirer. Maintain files of customer complaints and inquiries.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Complies with all Stoughton Utilities safety programs.

Additional Tasks and Responsibilities:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~Assist with event planning including but not limited to: public power week, vendor/contractor meetings, utilities committee meetings, etc.~~
- ~~Assist with preparation of application materials for utility recognition, such as Reliable Public Power Provider (RP3), safety awards, etc.~~
- Greet and direct visitors. Answer, direct, and route telephone calls and messages. Provide information and/or reports from customer account data as requested.

Utilities Billing Specialist & Metering Supervisor

- Perform related office tasks such as filing, faxing, photocopying, computer operation, maintenance of mailing equipment, and procurement of general office supplies.
- Process customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online E-Pay My Account payments, Autopay (ACH and recurring credit card), night deposit box, in-person, energy assistance, etc.
- Ensures performance of and may Pperforms visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Provide back-up for Ensures completion and may completes various front-office tasks, including but not limited to: processing customer payments, preparation-distribution of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating Ddeferred Ppayment Aagreements, reviewing and completing customer corrections and adjustments, issuing customer refunds, processing utility accounts receivable, balancing utility billing general ledger, etc.
- ~~Receive and process incoming and outgoing postal and interdepartmental mail.~~
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.
- Assist other division personnel as required. Provide assistance during monthly disconnection processes, annual financial audit, and public events.
- Assist electric, wastewater and water divisions as required.
- Perform other Stoughton Utilities tasks as directed.
- ~~Provide emergency after hours phone support as needed during widespread outages and other emergencies.~~

Minimum Training and Experience Required to Perform Essential Job Functions:

- High school diploma, associate degree in- accounting or related, with 5 or more -years utility billing, collections, metering, and customer service- experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. ~~A valid driver's license is required.~~
- One or more years electric metering experience and basic water metering experience required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- ~~A~~Valid driver's motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as - Ability to assemble, copy, record, and transcribe data and information.
- ~~Ability to explain, inform, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.~~
- Ability to utilize a wide variety of advisory data and information, such as work orders; customer billing information; billing statements; meter data output and reports; computer billing journals; computer software operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; ~~Wisconsin~~ Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Natural Resources rules and regulations; State of Wisconsin legal statutes; 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, financial auditors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, ~~and~~ discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such reviews.

Utilities Billing ~~Specialist~~ & Metering Supervisor

Mathematical Ability:

- Ability to ~~perform~~ addition, ~~and subtract~~ subtraction, multiplication, and division; ~~and~~ calculate percentages, fractions, and decimals; ~~interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations with fractions and algebra.~~

Judgment and Situational Reasoning Ability:

- ~~Ability to carry out directives without direct supervision. Ability to exercise independent judgement~~ judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- ~~Requires the a~~Ability to apply principles of influence systems such as ~~supervisions~~ supervising, leading, teaching, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements:

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, ~~typewriter,~~ photocopier, paper cutter, hand punch, telephone, and other items used in performing essential functions.~~and two-way radio.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability:

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name: Utilities ~~Collections~~ Customer Service
Title: Technician
Department: Utilities – Technical Operations Division
Pay Grade: **FLSA:** N
Date: ~~April~~ March, 2022+5
Reports To: Utilities ~~Technical Operations~~ Billing & Metering Supervisor

Purpose of Position

The purpose of this position is to perform ~~collections and~~ customer service and collections tasks for Stoughton Utilities including, but not limited to: maintenance of customer records, assisting phone and walk-in customers, collection of delinquent accounts through existing methods and policies, ~~researching and~~ recommending new collection methods and policies, ~~coordinating processing~~ customer deposits and deferred payment agreements, and handling a variety of customer payments. In addition, this position will also perform general administrative tasks. ~~specialized customer service as it relates to utilities delinquent account collections.~~

Essential 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.

- Greets and directs visitors. Answers, directs, and routes telephone calls and messages, and email inquiries received through the general customer service address.
- Assists customers with verbal and written customer service inquiries, including general account inquiries, high-bill complaints, and questions about utility policies. Documents all inquiries and complaints. Prepares work orders, customer inquiry/complaint forms, and service applications.
- Processes payments received in-person at the front counter and issues receipts. Processes and posts payments received via mail and curbside deposit box. Processes returned payments due to insufficient funds or other causes.
- Coordinates payment of delinquent accounts through existing methods and policies, including: proactive customer outreach, printed delinquency notifications, service disconnections, small claims court, and outside collection agencies. Researches and recommends new collection methods and policies.
- ~~Coordinates~~ Negotiates and maintains customer deferred payment ~~arrangements~~ agreements for eligible customers pursuant to applicable Stoughton Utilities rule tariffs, including: ~~negotiation,~~ regular reviews for ~~arrangement agreement~~ default, and issuance of follow-up notification/disconnection as necessary. Follows Wisconsin Public Service Commission of Wisconsin (PSCW) requirements for customer notification following rejection of customer-proposed agreements.
- ~~Coordinates~~ Calculates and collects customer deposits, including: proactive customer outreach, regular reviews of account eligibility, printed notices, account status updates, and negotiation of deferred payment ~~arrangement agreements~~ negotiation.
- ~~Coordinates~~ Facilitates the electric and water service disconnection process. Reviews all accounts for eligibility, ~~processes~~ creates printed and automated telephone warning notices, processes disconnect and reconnect workorders, and negotiates payments for reconnection.
- Processes bankruptcies, updates and maintains bankruptcy files and customer's accounts, and processes and files court documents seeking reimbursement as necessary to file creditor claims.
- ~~Processes returned payments due to insufficient funds or other causes. Provides written notices, refers accounts to the police department, and participates in court proceedings as necessary.~~

Utilities ~~Collection~~ Customer Service Technician

- Completes daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- ~~Processes small claims collections through the court system. Coordinates filings, notifications, and court appearances.~~
- Processes new customer applications. Reviews credit history, verifies ~~Verifies~~ identities, researches prior account status as applicable, and calculates industrial, commercial and residential deposits as applicable. Verifies and maintains property owner data for all new and existing accounts.
- ~~Maintains customer accounts.~~ Conducts periodic reviews for balance corrections and transfers. Conducts periodic review for uncollectable debt write-offs. Conducts periodic reviews of unclaimed funds, and assists with submission of account information.
- ~~Maintains historical collections related financial data.~~
- Maintains medical/protective services list. Issues annual renewal notices and processes customer response.
- ~~Reviews and implements regulatory requirements as they relate to customer collections. Review collection and bankruptcy law changes and recommend policy changes as needed.~~
- ~~Receives written and verbal requests, inquiries, and complaints; coordinates actions required; and responds to inquirer. Maintains files of customer complaints and inquiries.~~
- ~~Greets and directs visitors. Answers, directs, and routes telephone calls and messages. Provides information and/or reports from customer account data as requested.~~
- Complies with all Stoughton ~~Municipal~~ Utilities Safety Programs.
- ~~Perform other Stoughton Utilities tasks as directed.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~Participates in the creation and distribution of informational mailings. Assists with public education.~~
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Performs related office tasks such as filing, faxing, photocopying, typing, and computer operation.
- Receives and processes incoming and outgoing postal and interdepartmental mail.
- ~~Assists with event planning including but not limited to: public power week, vendor/contractor meetings, open houses, etc..~~
- ~~Provides back-up for various front-office tasks, including but not limited to: processing customer payments, processing monthly auto pay (ACH) and recurring credit card, daily final customer billing, preparation of committee meeting packets, etc..~~
- Assists electric, wastewater and water divisions as required.
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.
- Perform other Stoughton Utilities tasks as directed.

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Minimum Training and Experience Required to Perform Essential Job Functions

Utilities ~~Collection~~ Customer Service Technician

- High school diploma, vocational training in bookkeeping, accounting or related, with 24_ years of utility customer service or account collections experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A ~~v~~Valid drivers-motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, inform, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of advisory data and information, such as work orders, customer billing information, billing statements, computer billing journals, computer software operating manuals, city and utility policies and procedures, guidelines, non-routine correspondence, ~~Wisconsin~~ Public Service Commission of Wisconsin rules and regulations, State of Wisconsin legal statutes, Stoughton municipal code of ordinances, bankruptcy laws, and safety manuals.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, bank personnel, title company representatives, bankruptcy and small claims court personnel, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, ~~and~~ subtraction, ~~multiply~~ multiplication, and ~~divided~~ division; ~~and~~ calculate percentages, fractions, and decimals; and interpret and develop basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~—~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Utilities ~~Collection~~ Customer Service Technician

Physical Requirements _____

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, calculator/adding machine, cash register, postage meter, ~~typewriter~~, photocopier, paper cutter, hand punch, telephone, and ~~two-way radio~~ other items used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Technical Operations
Division~~Stoughton Utilities~~

Title: Utilities Distribution System **Pay Grade:** Coordinator~~Operations Superintendent~~ **FLSA:** EN

Date: January~~March~~, 2022~~15~~ **Reports To:** Assistant Utilities Director

Purpose of Position

The purpose of this position is to ~~supervise, direct and coordinate Electric System Division, Meter Division, Planning Division and Water Division, personnel and operations, assist and coordinate other Stoughton Utilities Divisions~~ the strategic planning and design of developments, projects, and system improvements, and supervise, direct and coordinate Stoughton Utilities in the absence of the Utilities Director. This position is also responsible for the coordination of a variety of technical planning tasks from project preparation through completion.

This position also participates in the maintenance of the utility Geographic Information System (GIS), participates in the operation and maintenance of the utilities Outage Management System (OMS), and participates in the operation and maintenance of the utilities Supervisory Control and Data Acquisition (SCADA) systems. This position serves as the primary system outage coordinator for planned routine system interruptions as well as during major system events.

Essential Duties and Responsibilities

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

- Supervises, directs and coordinates Electric System, Meter, Planning Division and Water Division operations and assist and coordinates other Stoughton Utilities Divisions. Coordinates a variety of technical planning tasks for maintenance and construction projects, such as the preparation of customer construction estimating, new development design review processes, preparation and distribution of materials and equipment specifications, and preparation of work orders and staking sheets. Assigns, schedules, and performs construction management tasks in the office and the field. Prepares and monitors budgets, plans and goals. Develops, implements and eEvaluates policies and procedures. Conducts and implements Participates in operational studies and assists in the implementation of recommendations.
- Coordinates the planning of electric, water, and wastewater projects from conception through completion, in collaboration with the Asset & Facilities Coordinator. Solicits comments and recommendations for new development design and system expansion from utilities division supervisors. Prepares construction cost estimates for proposed projects and developments, and coordinates project scheduling with developers and contractors.
- Collaborates with the Asset & Facilities Coordinator to review construction project plans and specifications to ensure compliance with utility specifications. Upon project completion, reviews and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Maintains construction project files and manages their long-term storage to ensure regulatory compliance.
- Conducts construction project plan and specification reviews, including utility easement review. Obtains, reviews, and approves as-built plans, quantities, and acceptance certifications for public utility infrastructure projects and land developments. Obtains and reviews private building construction projects, including reviewing compliance with existing utility easements and assisting in the acquisition of new utility easements as necessary. Files records of easement updates with the County Register of Deeds.
- Collaborates with the Asset & Facilities Coordinator to maintain Stoughton Utilities Electric, Water, and Wastewater construction specifications. Participates in the periodic review of the specification documents to ensure they remain accurate and up to date. Shares construction specifications with project developers, engineering consultants, construction contractors, and others.
- Coordinates system outages, planned and unplanned, and service disconnections during routine work hours, acting as the primary outage coordinator and point of contact. Receives outage reports from customer service staff and outage

Utilities Operations Superintendent Distribution System Coordinator

management system. Monitors locations of active outages and dispatches field crews as needed to address simultaneous outage locations. Reports outage status updates to utility management and customer service. Obtains outage report forms from field employees and logs outage duration and extent. Compiles reliability reporting and statistics in accordance with regulatory and industry standards.

- ~~— Maintains and improves utility service quality standards. Directs all electric and water operations and~~
- Processes customer inquiries and requests for maintenance related to the electric utility; investigates complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Receives customer inquiries, writes and distributes work orders, provides information, and/or refers to appropriate person or agency for resolution. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned service interruptions.
- ~~Assists with wastewater operations and Stoughton Utilities development programs. Ensures compliance with local, State and Federal mandates.~~
- Collaborates within the Technical Operations Division to maintain and improve the utility Geographic Information System (GIS), including updating asset data and locations for the electric, water, and wastewater divisions, developing maps and mobile services for utility employees and engineering consultants, and completing basic maintenance of GIS software, databases, geometric networks, and add-on systems. Collaborates with utility division supervisors to obtain, process, and verify data updates. Develops system documentation. Participates on and reports system changes to the GIS team.
- Collaborates within the Technical Operations Division to operate and maintain the Supervisory Control and Data Acquisition (SCADA) systems for the electric system and the water/wastewater system. Participates in SCADA system maintenance projects, including system upgrades and improvements, security upgrades, remote facility networking projects, and OMS system integration. Provides training to utility operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Collaborates within the Technical Operations Division to operate and maintain the Outage Management System (OMS). Participates in OMS system maintenance projects, including system upgrades and improvements, security upgrades, and SCADA system integration. Provides training to field employees on mobile system use, office employees on data collection and entry, and all other software operators. Develops system documentation. Participates on and reports system changes to the SCADA & OMS team.
- Maintains 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.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).
- ~~Serves as purchasing agent for the Electric Utility and Water Utility and other Stoughton Utilities Divisions when required. Supervises all equipment, stock material and vehicle purchases, mandated inspections, and maintenance for Stoughton Utilities.~~
- ~~Supervising, directing, developing~~ Develops and implementing implements capital project programs, engineering studies, utilities safety programs, , and Facilities facilities Management maintenance programs, SCADA, PCB program, substation maintenance program, tree trimming program, well abandonment and wellhead protection programs, cross connection control program, and other programs. Provides direction and, assistance, , coordinate and assigns activities withto other divisions, consultants, auditors, regulatory agencies, customers, etc.
- ~~Supervises, directs and eCoordinates electric, metering and water~~ Stoughton Utilities capital projects upon request. Prepares and implements long range plans and assists in the oversight of the work completed by contracted oversees consultant's work.

Additional Tasks and Responsibilities

Utilities ~~Operations Superintendent~~ Distribution System Coordinator

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Supports the Stoughton Utilities safety program coordinator. Participates in periodic meetings of the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees.
- Serves as a backup for the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Serves as a backup to collect the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Maintains active certificate of appointment as a State of Wisconsin Notary Public.
- Performs other Stoughton Utilities tasks as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, vocational/technical training ~~Associate degree in electrical distribution, Public Works, Civil Engineering~~ engineering, information technology, ~~Electrical Engineering or related another field that provides relevant experience,~~ a minimum of ~~ten~~ three to five years electric utility experience, ~~including supervisory experience and data base/spread sheet experience~~ or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Vocational or utility industry training in one or more of the following is preferred: electric distribution system design, cost accounting, project management, Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Outage Management Systems (OMS), basic networking and information technology.
- ~~A valid motor vehicle operator's license is required.~~
- ~~A DNR Grade 1 Groundwater/Distribution UGD Waterworks operator license and a DNR Wastewater Operator License are required.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define ~~decide~~ the time, place, and sequence of operations, and the ability to oversee their execution. Ability to analyze and categorize data and information using ~~unestablished criteria, to determine consequences and to identify and select~~ develop alternatives.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information. ~~manage and direct Stoughton Utilities, including the ability to provide counseling and mediation.~~
- 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 complex requests. ~~Ability to persuade, convince and train others. Ability to develop, advise and interpret policies, procedures and standards to specific situations.~~
- Ability to comprehend, interpret, approve, and utilize a variety of advisory and design data and information such as ~~activity reports, time sheets, billing invoices, training forms,~~ vehicle maintenance reports, applications for service, ~~non-routine~~ correspondence, capital plans, ~~State Statutes,~~ regulations and legal statutes, ~~computer network operating software manuals, engineering manuals,~~ job authorization forms, purchase orders, ~~Federal Register and Administrative~~

Utilities ~~Operations Superintendent~~ Distribution System Coordinator

~~Codes, ordinances, performance evaluations, policy/procedure manuals, material sheets, and staking sheets, computer software operating manuals, and safety rules and manuals.~~ Ability to utilize and interpret environmental, electrical engineering, water and, wastewater engineering, computer software systems, geographical information systems, and accounting terminology.

- Ability to communicate ~~orally and in writing~~ and orally effectively with customers, Stoughton Utilities Division personnel and supervisors, Utilities Director, other City Department Heads and all levels of City personnel, engineering, accounting and computer consultants, Mayor, Common Council members, City Officials, electric wholesale supplier representatives, other municipal utilities representatives, Wisconsin Public Power Inc., Municipal Electric Utilities of Wisconsin, Wisconsin Rural Water Association and American Waterworks Association representatives, sales representatives, contractors, developers, engineering consultants, legal consultants, regulatory agency representatives ~~personnel~~, and the general public.
- Ability to prepare ~~performance evaluations, training forms, time sheets, itineraries, letters, statements, notices, memos, narrative and statistical reports, construction documents, and other~~ correspondence and a variety of other documents using prescribed ~~and self-developed~~ formats according to the rules of punctuation, grammar and style. ~~Ability to develop written document and computerized media formats.~~

Mathematical Ability

- ~~Requires the Ability~~ ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals, ~~; volumes, ratios, present values and spatial relationships.~~
- ~~Ability to~~ interpret and develop basic-detailed descriptive statistical ~~projections and~~ reports; and the ability to perform mathematical operations with algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directions without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to ~~use~~ apply principles of functional reasoning in performing influence ~~functions~~ systems, such as supervising, managing, leading, teaching, directing, planning, coordinating ~~disciplining~~, and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable sensory and/or judgmental criteria; ~~make decisions, and follow through on the consequences,~~ and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate, ~~maneuver and/or steer~~ equipment and machinery requiring monitoring adjustments ~~requiring~~ multiple conditions and making multiple, ~~complex~~ complex, and rapid adjustments, such as ~~bucket truck, digger derriek,~~ motor vehicles, dump truck, front end loader, fork-lift, etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as meter reading equipment, volt meter, electrical equipment, computer terminal, ~~computer printer,~~ photocopier, Facilities Management systems, CAD system, SCADA system, computer network, fax machine paper cutter, hand punch, and telephone. ~~Ability to repair complex equipment and machinery.~~
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements involved in typing, repair, and operation.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and, balancing, stooping, kneeling, crouching, and crawling, lifting, and carrying, pushing and/or pulling up to over 100 pounds.
- ~~Ability to recognize and identify~~ degrees of similarities or differences between characteristics of colors, ~~forms,~~ sounds, taste, and textures, and odor associated with job-related objects, materials, and tasks.

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Utilities ~~Operations Superintendent~~ Distribution System Coordinator

Supervisory Skills

- ~~Ability to assign, supervise, review, develop, improve and implement procedures to improve the work of others.~~
- ~~Ability to select, train, monitor, discipline and discharge employees.~~

Environmental Adaptability

- Ability to work effectively in an office environment, as well as in the field under ~~mildly unsafe and~~ uncomfortable and potentially unsafe conditions ~~where that require~~ exposure to environmental factors such as temperature variations, winds, rain and snow, odors, toxic agents, ~~smoke,~~ noise, vibrations, wetness, dusts, machinery, ~~disease, electrical currents,~~ and vehicular traffic. This exposure may cause discomfort and presents ~~and where there is a~~ risk of serious injury or death.

Utilities ~~Operations Superintendent~~ Distribution System Coordinator

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Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____ **Department:** Utilities – Technical Operations Division
Title: ~~Utilities Customer Service Technician~~ Education & Outreach Coordinator **Pay Grade:** _____ **FLSA:** Exempt
Date: ~~April~~ March, 2024 **Reports To:** ~~Assistant Utilities Director~~ Technical Operations Supervisor

Purpose of Position

Purpose of Position

The purpose of this position is to design and create utility customer outreach campaigns, utilizing traditional and digital platforms, design and create utility educational materials and programs, and design and create utility public information campaigns. This position is responsible for the short and long-term strategic planning of customer outreach and education efforts, including maintaining current efforts as well as continuing to evolve them to match customer expectations and market trends. perform customer service tasks for Stoughton Utilities including but not limited to: maintenance of customer records, assisting phone and walk-in customers with their account, and handling a variety of customer payments. In addition, this position will also perform general administrative tasks.

Essential 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.

- Coordinates and creates customer outreach campaigns, utilizing traditional and digital platforms such as direct mailings, inserts, social media, email, and newspapers, with topics to include electric, water, and wastewater customer outreach, conservation tips and education, energy safety education, customer feedback requests, customer engagement, and other topics that arise.
- Coordinates brand consistency in informational, educational, promotional, and social media publications and messages by maintaining and implementing design standards. Reviews and updates materials created by other utility staff to ensure consistent design standards and branding.
- Provides training and guidance to utility employees on acceptable social media use and platform operation, and keeps Stoughton Utilities social media team members up to date on current social media best practices and strategies.
- Collects and analyzes customer data, including visits, interactions, ~~and~~ consumption and billing, and payment patterns, and uses this information to create comprehensive reports to improve future educational and outreach strategies and campaigns. Analyzes customer demographics and tailors outreach efforts to ensure they are reaching the most customers and stakeholders possible. Report out findings to Stoughton Utilities social media team members.
- Grows and expands utility social media presence into new social media platforms according to customer interest and current platform trends, plus increases presence on existing social media platforms, including but not limited to Facebook, Instagram, Twitter, LinkedIn, and YouTube. Researches emerging social media platforms and trends.
- Researches and monitors activities of utility peers, partners, and other regional utilities. Customizes Stoughton Utilities educational and outreach efforts to provide similar campaigns and strategies as offered by other regional electric, water, and wastewater utilities.
- Creates and distributes engaging written and/or graphic content in the form of bill statement inserts, direct mailings, consumer and/or regulatory reports, e-newsletters, web page and blog content, infographics, presentations, and social media messages. Updates materials regularly to follow current design trends and brand consistency.

Customer Service Technician Utilities Education & Outreach Coordinator

- Maintains partnerships with commercial printers, content creators, and marketing partners to assist in outreach material design. Obtains stock photography and illustrations, and solicits content use permission from authors and trademark holders. Maintains records of licensing and use agreements.
- Coordinates event planning leading up to and during utility-sponsored events, including but not limited to Public Power Week, Drinking Water Week, Lineworker Appreciation Day, peer organization visits, Utilities Committee meetings, presentations and open houses for utility customers, public tours and educational training, staff meetings and events, etc.
- Acts as public relations coordinator during sustained education efforts, such as utility construction projects, regulatory rate reviews and adjustments, conservation efforts, drinking water quality advisories, customer engagement programs, and more. Creates and distributes press releases to regional media providers.
- Coordinates school appearances, utility tours, and other educational partnerships with area educational entities, including but not limited to Stoughton Area School District, technical colleges, and private organizations.
- Researches and provides customer education on new utility industry trends, including renewable energy, increased electrification efforts, safe water distribution and treatment, responsible and efficient energy use and expansion, etc.
- Assists in economic development efforts for Stoughton Utilities, with a focus on informing potential new utility customers of the benefits of locating in the utility's service territory, including rate competitiveness, reliability, and programs.
- Prepares application materials for employee and utility recognition, such as APPA Reliable Public Power Provider (RP3) and Smart Energy Provider designations, MEUW and APPA safety awards, MEUW and WPPI Energy employee and elected official recognitions of service, etc.
- ~~Greet and direct visitors. Answer, direct, and route telephone calls and messages.~~
- ~~Provide information to customers regarding their accounts over the telephone, by email, and in-person.~~
- ~~Assist customers with general inquiries, including high bill complaints and questions about utility policies. Document all inquiries and complaints.~~
- ~~Prepare work orders, customer inquiries, complaint forms, and service applications.~~
- ~~Process payments received in person at the front counter and issue receipts. Process and post payments received via mail and night deposit box.~~
- ~~Prepare reports from account data as requested.~~
- ~~Perform related administrative tasks such as filing, faxing, typing, and photocopying.~~
- ~~Verify and maintain property owner data for all new and existing accounts.~~
- ~~Assist billing and collections staff as needed.~~
- ~~Assist billing and collections staff as needed.~~
- Maintains ability to work a flexible schedule in order to respond to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Complies with all Stoughton Utilities safety programs.
- Performs other Stoughton Utilities tasks as directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.

Customer Service Technician Utilities Education & Outreach Coordinator

- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online My Account payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.
- Perform related office tasks such as filing, faxing, photocopying, computer operation, maintenance of mailing equipment, and procurement of general office supplies.
- Assist other division personnel as required. Provides assistance during monthly billing and disconnection processes, annual financial audit, etc.
- Assist electric, wastewater and water divisions as required.
- ~~Assist with public education.~~
- ~~Comply with all Stoughton Municipal Utilities Safety Programs.~~
- Provide emergency after-hours phone support as needed during widespread outages and other emergencies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma, bachelor's degree in communications or marketing with vocational training in customer service outreach and education or related, with 1-3 years utility experience and 1-2 years social media management and content creation with experience of major social media platforms, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Working knowledge of Microsoft Windows and other software in a business environment, including but not limited to Microsoft Word, Excel, and Outlook.
- Working knowledge of computer graphic design and publication layout/design software, including but not limited to Adobe Creative Cloud, including InDesign and Photoshop.
- Working knowledge of internet content design and layout, including HTML and CSS.
- Valid motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Strong verbal and written communication skills, and ability to issue public-facing communications without secondary review. Ability to communicate orally verbally and in writing with customers, department and all levels of City personnel, bank personnel, title company representatives, law enforcement personnel, and the general public.
- Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to 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 significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as ~~Ability to~~ assemble, copy, record, and transcribe data and information.

Customer Service Technician Utilities Education & Outreach Coordinator

- Ability to utilize a wide variety of advisory data and information, such as work orders, customer billing information, meter reading slips, billing statements, complaint forms, billing journals, maps, computer software operating manuals, PSC rules and regulations, municipal code, procedures, guidelines, and non-routine correspondence.
- Ability to explain, ~~inform,~~ demonstrate, inform, and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- ~~Ability to utilize a wide variety of advisory data and information, such as work orders, customer billing information, meter reading slips, billing statements, complaint forms, billing journals, maps, computer software operating manuals, PSC rules and regulations, municipal code, procedures, guidelines, and non-routine correspondence.~~ Ability to prepare posts, publications, color graphics, narrative and statistical reports, speeches, scripts, videos, letters, memos, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.
- ~~Ability to communicate orally with customers, department personnel, bank personnel, title company representatives, law enforcement personnel, and the general public.~~

Mathematical Ability

- Ability to perform addition, and subtraction, multiplication, and division; and calculate percentages, fractions, and decimals; interpret detailed descriptive statistical reports; and the ability to perform mathematical operations with fractions and algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to apply principles of influence systems such as persuading, leading, teaching, and planning. Ability to exercise independent judgement judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria, and involving the direction, control and planning of an entire program or multiple programs.-

~~Customer Service Technician~~ Utilities Education & Outreach Coordinator

Physical Requirements

- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer workstation, calculator/adding machine, cash register, ~~postage meter~~, photocopier, paper cutter, hand punch, telephone, camera, cellular communication devices including touchscreen phones and tablets, and two-way radio.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing and photography.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____
Title: Electric ~~System~~ Supervisor
Date: ~~May~~ March, 202218

Department: Utilities – Electric System Division
Pay Grade: _____
Reports To: Assistant Utilities Operations
Superintendent Director

Purpose of Position

The purpose of this position is to provide field supervision to the Electric System ~~and Metering~~ Division, including personnel and daily operations, projects and development, and strategic plannings, under the direction of the Utilities ~~Operations~~ Superintendent Director.

This position also efficiently and safely performs electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards.

Essential 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.

- Supervises and directs the operation and maintenance of the electric utility and distribution system. Ensures compliance with regulatory agency requirements and; utility policies, ~~etc.~~ Provides recommendations and assists with the coordination and implementation of electric distribution system improvements.
- Coordinates ~~Supervises~~ the activities of Electric System Division personnel. Conducts regular Division ~~division~~ staff meetings, establishes and maintains productivity reports, prepares and assigns work orders, ~~conducts performance evaluations~~, coordinates introductory and continuing training programs, reviews and ~~recommends the~~ approval ~~of~~ timesheets, ~~and~~ establishes and maintains staff work and leave schedules, and assists in the completion of performance evaluations. Plans short and long-term division work plans and projects; and guides the division's goals and vision.
- Supervises, organizes, and leads routine safety meetings and safety manual review. Conducts routine safety compliance checks on active job sites. Oversees division operations to ensure safety policy compliance. Report out findings to Stoughton Utilities management and safety compliance teams. ~~and reports to the Operations Superintendent.~~
- ~~Assists with the preparation, and ongoing monitoring, of the Utilities annual budget. Assists with the preparation of the Utilities 20-year Capital Improvement Program.~~ Assists with the preparation, and ongoing monitoring, of the Utilities annual budget.
- ~~Provides input and prepares recommendations for materials purchases and quality standards. Maintains contacts with vendors, assists with the evaluation of proposals, prepares purchase orders, and acquires materials as required.~~
- ~~Provides input on vehicle standards and maintenance, and schedules all vehicle maintenance work.~~ Supervises the division tool and equipment inventory; and evaluates and approves or denies requests from division staff for the procurement of new tools and equipment.
- ~~Monitors~~ Supervises the Substation ~~substation~~ Maintenance ~~maintenance~~ Program ~~program~~, and maintains all substation equipment, conducts routine substation inspections, ~~;~~ and takes records weekly system readings and data. Assists with Evaluates and recommends long-term planning for substation maintenance and system expansion requirements.
- Supervises the electric line clearance program. Monitors system tree trimming and removal needs, and maintains the annual schedule to ensure clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects; and resolves line clearance complaints and inquiries.
- Supervises the utility's apprentice lineworker program, including providing education and mentorship, evaluating apprentice performance and competence, maintaining apprenticeship registrations and program compliance, conducting routine reviews and assessments, and recommending advancement through the program.

Electric System Supervisor

- Supervises and maintains overhead and underground electric construction specifications and drawings.
- Routinely performs lineworker work tasks at active job sites to plan, direct, and supervise system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate staff knowledge, competence, and safety compliance.
- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journeyman lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator, or supervises staking completed by other lineworkers as appropriate.
- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- Manages electric distribution system switching procedures and documentation. Collaborates with the Distribution System Coordinator to ensure mapping and outage management system accuracy, and to maintain up to date switching workflows. Provides updates and training on switching procedures to division staff, and ensures policies are followed.
- Collaborates with the Asset & Facilities Coordinator to maintain material inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.
- Assists with the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and making recommendations for system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.
- Makes recommendations for electric division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Supervises routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- ~~Maintains material inventory, receives packages, places material in stock, and approves payment.~~
- ~~Assists in ensuring compliance with Chapter 113 of the Public Service Commission rules and regulations.~~
- ~~Assists Collaborates with the Distribution System Coordinator with to developing estimates for new, replacement, and upgraded electric services, and makes recommendations for new development design and system expansion.~~
- Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Responds to customer inquiries and complaints. Provides Communicates information to with customers as required to resolve inquiries and complaints, and to provide notice of planned system. Contacts customers regarding temporary power outages and tree trimming operations and possible damage.
- Assist with eCoordinating and schedules the work of sub-contractors working on the electric distribution system. Reviews the quality of work completed by subcontractors to ensure compliance with utility construction specifications and contract requirements and expectations. Communicates with subcontractors to discuss complaints and issues.
- ~~Maintains overhead and underground specifications book.~~
- ~~Operates and maintains the Electric SCADA system.~~
- ~~Maintains Standby status until at least five Journeyman Linemen are available.~~
- ~~Monitors district tree trimming needs and provides schedule to the Operations Superintendent. Trims trees; removes and chips brush.~~
- ~~Provides input on vehicle standards and maintenance, and schedules all vehicle maintenance work.~~

Electric System Supervisor

- ~~Responds to all daily outages and performs corrective work; handles all daily secondary/service needs.~~
- ~~Operates diggers, bucket trucks, hand tools near and around electrical distribution lines. Operates live line tools to connect and disconnect distribution lines and components.~~
- ~~Prepares work sites. Erects warning signs and secures areas. Maintains knowledge of and implements safety procedures. Plans and directs on-site maintenance/repair tasks. Recommends on-site operational changes.~~
- ~~Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair.~~
- ~~Assists/Attends and assists with utility-sponsored with public education events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and performs Wires and Fires demonstrations and gives electrical safety presentations.~~
- Maintains GIS software applications and databases, including electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities Safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters~~Reconnects meters and transfers meters.~~
- ~~Repairs and maintains street lights.~~
- ~~Performs routine vehicle maintenance.~~
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Repairs and maintains ~~street lights~~streetlights.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent and, completion of a four-year Electrical Lineman apprenticeship, vocational/technical training in electrical systems, with a minimum of ~~five~~ five years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Electric System Supervisor

- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineman-Lineworker Certification, or verifiable regional equivalent, forklift Certification, and CPR/First Aid Certification is required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Commercial driver's license with tanker and air brake certification is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.~~
- Ability to provide first line supervision. Ability to **create consensus and collaboration** persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to **classify, compute, and tabulate** ~~analyze and categorize data and information, following a prescribed plan requiring the exercise of significant individual judgement~~ judgment. ~~in order to determine the relationship of the data with reference to established criteria/standards.~~ Ability to compare, count, differentiate, measure, and/or sort ~~data~~ information, as well as assemble, copy, records, and transcribe data **and information**. ~~Ability to classify, compute and tabulate data.~~
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Transportation rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals.
- Ability to explain, demonstrate, and clarify to others within ~~well-established~~ **well-established** policies, procedures, and standards, as well as the ability to follow specific instructions and respond to complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, electricians, contractors, regulatory agencies, and the general public.
- ~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.~~
- ~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports and records, studies, logs, maps, timesheets, service rules, manuals, handbooks, procedures, guidelines and non-routine correspondence.~~
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and ~~time sheets~~ other correspondence; using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, and review, **develop, assess, and** ~~the work of others and implement discipline~~ recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, **advancement**, and discharge of employees.

Electric System Supervisor

- Ability to assist in the preparation of~~conduct~~ meaningful performance reviews, and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and ~~may require~~ the ability to perform mathematical operations with ~~fractions and~~ algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as supervising, ~~managing~~, leading, teaching, ~~directing~~, planning, coordinating, disciplining, and controlling. ~~Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery such as ~~Hilti gun~~, impact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- ~~Tasks involve the a~~Ability to exert regular and sustained extremely heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, or crawling, ~~and as well as~~ lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- ~~Requires the a~~Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials and tasks.
- Ability to meet all physical requirements of the Stoughton Utilities Journeyman Lineworker position description.

~~Supervisory Skills~~

- ~~Ability to assign, supervise and review the work of others and implement discipline.~~
- ~~Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~
- ~~Ability to conduct meaningful performance reviews.~~

Environmental Adaptability

Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors, such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause ~~some~~ discomfort and presents a high risk of injury or death.

Electric System Supervisor

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Electric System Supervisor

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Utilities Finance Manager
Title: Utilities Finance Manager
Date: ~~October~~ March, 2022+
Department: Stoughton Utilities
Pay Grade: **FLSA:** Exempt
Reports To: Stoughton Utilities Director

Purpose of Position

The purpose of this position is to be accountable for the overall planning, organizing, controlling, and directing of the financial activities of the Utility, including coordination of all customer accounting with the Assistant Utilities Director and general accounting functions and information processing, and performing critical accounting and fiscal management functions in accordance with Stoughton Utilities goals and objectives.

Essential 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.

- Direct the operation of a central accounting system in a manner consistent with generally accepted accounting principles and practices, and in sufficient detail to produce accurate cost, financial and statistical data for both management and statutory requirements.
- Implement and maintain a proper set of internal controls. Makes recommendations for organizational changes including staffing and structure to maintain proper internal controls.
- Develop and maintain financial systems, policies, and procedures to ensure effective fiscal management.
- Develop and maintain optimal investment, borrowing, and other funding strategies.
- Research and share grant funding opportunities for utility divisions and customers, prepare grant applications, and maintain post-compliance monitoring and reporting, including opportunities for principal loan forgiveness programs.
- Administers state and federal funding program requirements, submits program applications, and submits all reports required for program compliance and disbursement.
- Prepare and maintain short, mid, and long-term cash flow forecasts. Collaborates with utility leadership to ensure fiscally responsible operations in line with current forecasts.
- Directs the preparation of the ~~annual~~-Utilities budget and capital improvement program, including advising utility leadership in the review of estimates and the preparation of individual budget requests-
- Manages relationships with financial consultants. Collaborates with the Utilities Asset & Facilities Coordinator to Review-review service fees, negotiate and develop contracts with service providers.
- Prepare for and O-oversee the annual-third-party audits, including the annual financial audit and all other audits required by project funding agencies, including completing internal auditing in preparation, and submit all required regulatory reports.
- Prepares and submits Public Service Commission of Wisconsin Annual Reports, and all other periodic reporting required by PSCW.
- Administer the purchase card program.
- Direct treasury management operations, online banking, and fraud protection programs.
- Perform electric, water, and wastewater retail rate analyses, develop rate structures that ensure all-sufficient revenue recovery, and obtain necessary local and regulatory approvals.
- Process and close work orders including time, material, and equipment allocations, and asset retirements. Manages prepayment reconciliation and customer invoicing.

Utilities Finance Manager

- Prepares and interprets financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Utilities Director, ~~Utilities Operations Superintendent~~ and utilities leadership, Utilities Committee, and Common Council.
- Direct preparation of employee payroll, tax and benefit withholding, and periodic reporting.
- Participate in ~~required Utility-Utilities~~ Committee meetings, and other city committee and Common Council meetings as required. Prepare monthly status reports as well as other scheduled and unscheduled presentations and reports.
- Leads in-house training and support of financial and workorder management software; creates/modifies reporting templates upon request. Creates new and maintains existing procedures and instructional documentation. Maintains financial and workorder processing policies and procedures manuals.
- ~~Assist in development and implementation of public education programs to promote a positive Utility environment in the City and service territory.~~
- Maintain and review utility rate benchmarking; analyze and report on findings.
- ~~Provide support for personnel management functions including recruitment.~~
- ~~Provides backup for duties of the Assistant Director of Utilities.~~
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.
- Complies with all Stoughton Utilities safety programs.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Assist other division personnel as required.
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Assists ~~electric, wastewater, and water~~ all other Stoughton Utilities divisions as required.
- ~~Performs other Stoughton Utilities tasks as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~Bachelor's degree in Business Administration, Accounting, or Financial Management,~~ with -
- ~~P~~ preference for a Certified Public Accountant.
- Minimum ~~of~~ seven years of management or project management experience related to financial/accounting operations, preferably in the utility environment.
- Significant knowledge of generally accepted financial management and accounting principles and practices, including the ability to independently initiate analysis and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.
- Significant knowledge of Governmental Accounting Standards ~~is preferred, but not required.~~
- Significant knowledge of computer hardware and software used in the Utility-utility environment, including experience with automated accounting, financial, and billing systems. Advanced user of Microsoft Office applications (Word, Excel, Access, and PowerPoint) preferred.

Utilities Finance Manager

- Valid motor vehicle operator's license is required, or the ability to obtain independent transport for required training and events.
- ~~Familiarity with State and Federal rules and regulations regarding utility systems.~~
- ~~Proven success and experience in teambuilding and collaboration, and experience with effective supervisory/management and human resource principles and techniques.~~
- ~~Understanding of effective customer service principles and techniques.~~
- ~~Comprehensive knowledge of electric, wastewater and water systems.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ~~Requires the a~~Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, analyze, and interpret an extensive variety of technical information and governmental regulations. ~~Audit, deduce, assess, conclude and appraise.~~
- Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the a~~Ability to provide first line supervision. Ability to persuade, convince~~create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- ~~Ability to define problems, collect data, establish facts, and draw conclusions. Good decision making and problem solving skills.~~
- ~~Ability to promote teambuilding and maintain good working relationships within the Utility and other City Departments.~~
- ~~Ability to develop and maintain good working relationships with contractors, community members, elected officials, and regulatory staff.~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.~~
- Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as work orders, financial statements,; billing reports and statements,; financial reports and, ledgers,; journals, summaries, regulatory rate review applications,; budgets,; manuals/texts, codes, accounting systems,; computer software operating manuals; city and utility policies and procedures; guidelines; procedures and non-routine correspondence,; Public Service Commission of Wisconsin (PSCW) rules, regulations, and tariffs; Wisconsin Department of Natural Resources (DNR) rules and regulations; State of Wisconsin legal statutes; 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 complex requests.
- ~~Ability to communicate in writing and orally with customers, effectively with the Utilities Director, Utilities Operations Superintendent, and all Utility department and all levels of personnel, other City departments personnel, Utilities Committee, financial auditors, technical support contractors regulatory agencies, elected and appointed government officials, and the general public verbally and in written form.~~
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, and review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews and participate in the delivery of such reviews.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and make use of the principles of descriptive statisticsthe ability to perform mathematical operations with algebra.
- Ability to design and produce graphical representations of complex financial and performance data.

Judgement and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to apply principles of influence systems such as managing, supervising, managing, leading, teaching, directing, planning, coordinating, disciplining, and controlling.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- Requires the ability to operate office equipment and machinery requiring maneuver, and/or provide simple but continuous adjustments, on equipment, machinery, and tools such as a computer terminal, calculator/adding machine, cash register, postage meter, photocopier, paper cutter, hand punch, telephone, and other office machines, and/or materials/items used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated semi-skilled movements such as typing.
- Tasks involve the ability to exert light-very moderate physical effort in sedentary to light work, typically involving some combination of but which may involve some stooping, kneeling, crouching and crawling, lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.

~~Supervisory Skills~~

~~Ability to assign, supervise, and review the work of others.~~

~~Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~

Environmental Adaptability

Utilities Finance Manager

- Ability to work under ~~generally~~ safe and comfortable conditions where exposure to environmental factors ~~may cause discomfort~~ minimal and poses ~~little to no~~ limited risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____ **Department:** Utilities – Electric System Division
Title: Journeyman Lineworker **Pay Grade:** _____ **FLSA:** N
Date: ~~May~~ March, 2022+8 **Reports To:** Utilities Electric System Supervisor

Purpose of Position

The purpose of positions in this classification is to efficiently and safely perform electrical distribution line construction, maintenance, and repair tasks ~~for the City of Stoughton, in accordance with Stoughton Utilities construction specifications and standards.~~

Essential 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.

- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journey-level lineworker.
- ~~Operates and maintains the electric SCADA system.~~
- Prepares and secures safe work sites, including truck and equipment setup, placement of ~~Erects~~ warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and secures areas. Maintains knowledge of and implements safety procedures.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- ~~Operates and maintains the electric SCADA system~~ to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage 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. Locates underground electric cable faults for repair.~~
- _____
- 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.
- Installs, repairs, and maintains municipal street lighting.
- Monitors system tree trimming and removal needs, and ensures clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects, and resolves line clearance complaints and inquiries.
- Assists in the oversight of the utility's apprentice lineworker program, including providing education and mentorship, and recommending advancement through the program.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.

Journeyman Lineman

- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same. ~~Installs primary and secondary overhead and underground electrical systems.~~
- ~~Participates in on-call status for emergencies.~~
- ~~Plans and directs on-site maintenance/repair tasks. Recommends on-site operational changes.~~
- ~~Contacts customers regarding temporary power outages and tree trimming operations and possible damage.~~
- ~~Assists with public education and performs Wires and Fires demonstrations.~~
- ~~Repairs and maintains street lights.~~
- ~~Performs routine vehicle maintenance.~~
- ~~Trims trees and removes and chips brush.~~
- ~~Operates loaders, backhoes, dump trucks, jack hammers, wood chippers, chain saws, cutting torch and welders.~~
- ~~Reconnects meters and transfers meters.~~
- ~~Receives and responds to customer inquiries and complaints and performs corrective action in response to customer inquiries and complaints.~~
- ~~Completes and maintains work orders, staking sheets, outage reports, time sheets, etc.~~
- ~~Maintains records and prepares reports as required.~~
- ~~Completes weekly/monthly substation readings and inspection reports.~~
- ~~Recommends material purchases and maintains material inventories.~~
- ~~Provide leadership/training to the Apprentice Lineman.~~
- ~~Complies with all Stoughton Utilities Safety programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.

Journeyman Lineworker

- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Maintains Stoughton Municipal Utilities facilities.~~
- ~~Assists electric, wastewater and water Divisions as required.~~
- ~~Paints surfaces.~~
- ~~Removes ice and snow from walkways and drives.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, ~~and completion of a four-year electrical lineman apprenticeship~~ vocational/technical training in electrical systems, with a minimum of four years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift certification, and CPR/First Aid certification is required.
- Commercial driver's license with tanker and airbrake certification is required. ~~Certification in CPR, first aid, Hilti gun, and forklift certification required. Commercial driver's license with tanker and airbrake certification required.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Transportation rules and regulations; and safety rules and manuals.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some individual judgement ~~judgment, analyze and categorize data and information in order to determine the relationship of the data~~ with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort ~~data information, as well as ;~~ assemble, copy, record, and transcribe data and information. ~~Ability to classify, compute, and tabulate data.~~
- Ability to explain, demonstrate, and clarify to others within ~~well-established~~ well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to ~~simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as work orders, staking sheets, maps, outage reports, hazardous materials lists, safety manuals and procedures, construction specifications, transformer manuals, PCB manual, time sheets, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.~~
- Ability to communicate effectively in writing and orally with customers, department and all levels of City personnel, co-workers, law enforcement personnel, electricians, contractors, ~~tree trimmers and other city employees~~ the general public.

Mathematical Ability

- ~~Ability to perform addition, subtraction, multiplication, and dividedivision;~~ calculate percentages, fractions, fractions and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra.

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Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring multiple conditions and making multiple, complex and rapid adjustments, such as Hilti gun, Impact tools, aerial bucket truck, digger-derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, hooks and belts, air hammers, chains, dump truck, wood chipper, forklift, loaders, backhoes, cutting torch, welder, volt meter, hot sticks, extension sticks, hoists and blocks, phasing tool, cable locator, bolt cutters, winches, mechanic's hand tools, carpenter hand tools, slings, hand lines, impact tools, grinders, etc and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in repairs such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in moderate to very heavy work, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of up to 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between harmonious or contrasting combinations, as well as recognize individual characteristics of colors, forms shape, sounds, odors and texture, and odors associated with job-related objects, materials, and ingredient tasks.

Environmental Adaptability

- Ability to work under unsafe and uncomfortable and potentially unsafe conditions that require where exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, disease gas, vehicular traffic, and high voltage electrical currents. This exposure may, vehicular traffic and/or dust can cause discomfort and presents where there is a high risk of serious injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: _____ **Department:** Utilities – ~~Water – System~~ Technical Operations Division

Title: ~~Operations – Specialist~~ Journeyman Meter Technician **Pay Grade:** _____ **FLSA:** N

Date: ~~May~~ March, 202218 **Reports To:** Utilities Billing & Metering Supervisor ~~Water System Supervisor~~

Purpose of Position

The purpose of this position is to maintain, repair, test, install, and read electric and water meters; ~~maintain and operate the wastewater treatment facilities and sanitary sewer collection system; and maintain and operate the water pumping, storage, and distribution systems, and to complete water cross connection inspections~~ for the City of Stoughton. This position shall be responsible for evaluating electric and water services and determining the appropriate metering design, procurement and maintenance of electric and water meters and test equipment, maintenance of electric and water meter records, and installation of electric and water meters and equipment.

Essential 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.

- ~~• Provide safe drinking water conditions, safe wastewater conveyance and discharge, and safe electric enclosures to protect Stoughton Utilities customers.~~
- ~~• Maintains the utility's electric and water meter testing programs to ensure compliance with Wisconsin Public Service Commission of Wisconsin (PSCW) regulations and periodic test schedules.~~
- ~~• Tests single and three-phase electric meters both in the field and in the shop in accordance with PSC rules. Maintains, and repairs meters, current transformers (CTs), and voltage transformers (VTs). Prepares and issues reports on electric meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.~~
- ~~• Tests water meters both in the field and in the shop in accordance with PSC rules. Installs, maintains, and repairs water meters. Prepares and issues reports on water meter test quantities and results to division supervisors, customer service staff, and regulatory agencies as directed.~~
- ~~• Manages the utility water and electric meter inventory. Establishes and maintains metering standardization programs, and collaborates with the Asset & Facilities Coordinator to maintain meter inventory, including the procurement of new meters and the discarding of damaged and retired meters. Prepares and issues reports on meter inventory and annual activity to division supervisors, financial staff, and regulatory agencies as directed. Completes the year-end inventory process for electric and water meters, CTs, and VTs.~~
- ~~• Reviews applications for new and upgraded electric service connections, and determines proper meter type, cabinet size and type, and need for CTs and VTs, and wires customer meter sockets at commercial properties. Conveys cabinet and socket requirements to customers and electrical contractors. Collaborates with the Electric System Supervisor to coordinate electric meter sizing, installation, and repair.~~
- ~~• Installs electric and water meters – including CTs and VTs as necessary – at customer premises, including temporary and permanent services.~~
- ~~• Reviews applications for new water service connections, and determines the proper meter sizing and type. Conveys plumbing requirements to customers and plumbing contractors. Collaborates with the Water System Supervisor to coordinate water meter sizing, installation, and repair.~~

Operations Specialist/Journeyman Meter Technician

- ~~Tests single and three phase electric meters both in the field and in the shop in accordance with Wisconsin Public Service Commission (WPSC) rules. Installs, maintains, and repairs meters, CTs and VTs.~~
- ~~Tests water meters both in the field and in the shop in accordance with WPSC rules. Installs, maintains, and repairs water meters.~~
- Maintains GIS software applications and databases, including electric and water meter inventory, electric and water meter testing history, electric and water service connection details and meter history, and other records as directed.
- Manages the utility's water Cross-Connection Control Program to eliminate existing and prevent future cross-connections, in accordance with Wisconsin Department of Natural Resources (DNR) rules. Performs household and business inspections, issues corrective orders, and performs follow-up inspections as necessary.
- Completes the monthly collection of electric and water meter readings for cycle billing purposes. Maintains ability to work a flexible schedule in order to complete the monthly meter reading collection outside of standard working hours one day per month, typically on the first day of the month.
- Completes the daily meter readings for newly opened or closed customer accounts. Processes all daily meter workorders.
- Assists with utility billing operations by investigating zero/low meter readings for both electric and water, and reports findings. Reviews customer history and consumption trends to detect potential meter issues. Performs meter rereads upon receipt of workorders.
- ~~Monitors and records data and operations on the water/wastewater SCADA system.~~
- ~~Monitors and tests water and wastewater quality conditions.~~
- Coordinates field delinquent collections operations, including disconnecting utility service to customers as upon receipt of disconnection workorders, directed.
- Receives and responds to customer inquiries and complaints and recommends and performs corrective action in response to customer inquiries and complaints.
- Mentors, educates, and trains Apprentice Meter Technician employees when employed by the utility.
- Attends and assists with utility-sponsored public events, prepares public educational materials, and participates in outreach efforts.
- Maintains 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.
- ~~Repairs and maintains water mains, pumps, valves, curb stops, services, and hydrants. Installs and maintains water and wastewater service connections.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meter and other work orders.~~
- ~~Televises, cleans, and repairs sanitary sewer system.~~
- ~~Operates Utilities Geographic Information Systems (GIS) software; updates asset and property records via computerized systems as required.~~
- ~~Participates in emergency on-call status for the wastewater/water operations.~~
- Complies with all Stoughton Utilities Safety programs, and Wisconsin Department of Natural Resources (DNR) guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW), Wisconsin Department of Natural Resources (DNR), and the National Electric Safety Code (NESC).

Operations Specialist/Journeyman Meter Technician

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Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Provide back up for various front-office tasks, including but not limited to: processing customer payments, preparation of committee meeting packets, preparation of daily bank deposits, organizational filing, negotiating deferred payment agreements, etc.
- Provide back up for processing customer payments received through various physical and electronic methods, including but not limited to, banking lockbox, online My Account payments, Autopay (ACH and credit card), night deposit box, in-person, energy assistance, etc.
- Provide back up for daily visits to City Hall, local post office, and local bank branch to receive and process incoming and outgoing postal and interdepartmental mail and deliver the daily banking deposit. Sorts and distributes received postal and interdepartmental mail to their intended recipients.
- Maintains ~~Stoughton Utilities~~ grounds and facilities, including such as painting surfaces, removal of ice and snow and ice removal from walkways and drives, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned, and general maintenance tasks.
- Provides emergency after-hours support to the Electric, Wastewater, and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- ~~Performs other Stoughton Utilities tasks for electric, water, and wastewater operations as directed.~~
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks for all other divisions as directed ~~electric, water, and wastewater operations as directed.~~

Operations Specialist Journeyman Meter Technician

- ~~• Performs other Stoughton Utilities tasks for electric, water, and wastewater operations as directed.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~• High School diploma or equivalent, with three or more years electric metering experience and basic water metering experience required, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.~~
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- ~~• Four to six years wastewater operator experience, three to five years water operator experience, and three to five years electric metering experience.~~
- Successful completion of the State of Wisconsin three-year Electric Meter Technician apprenticeship required.
- ~~• Wisconsin Department of Natural Resources (WDNR) Wastewater Treatment Plant Operator—Advanced certification for the Stoughton Wastewater Treatment facilities.~~
- Basic knowledge of drinking water distribution systems required; Wisconsin Department of Natural Resources (WDNR) Grade T or Grade 1 Waterworks Operator Certification ~~for the Stoughton Waterworks~~, with subclasses G and D, preferred. Ability to obtain and maintain such certification required.
- ~~• Ability to maintain the required continuing education credits for the WDNR Wastewater Operator—Advanced and Grade 1 Waterworks certifications.~~
- ~~• Valid motor vehicle operator's license required; C commercial driver's license with tanker and air brake certification required preferred.~~

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data. Ability to classify, compute and tabulate data.
- 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 ~~simple~~ requests.
- Ability to utilize a variety of advisory data and information such as ~~well~~ readings, meter records, city ordinances, WDNR PSC and DNR reports and bulletins, ~~water samples, distribution equipment reports,~~ charts, policy manuals, maintenance records, WDNR-PSC and DNR rules and regulations, vehicle manuals, equipment manuals, ~~water main meter and CT wiring~~ diagrams, construction specifications and plans, service applications, electric service rules, safety manuals and codes, and maps.
- Ability to communicate effectively orally and in writing with ~~D~~ department personnel, customers, contractors, engineers, City employees, law enforcement, and WDNR-PSC and DNR statistical reports.
- Ability to prepare narrative and statistical reports, construction documents, and correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, ~~fractions,~~ fractions and decimals; interpret and develop basic descriptive statistical reports; and the ability to perform mathematical operations with fractions and algebra. ~~Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement ~~judgment~~ to apply facts and principles for developing approaches and techniques to problem resolution.

Operations Specialist Journeyman Meter Technician

- Ability to use functional reasoning in performing diversified work activities.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, and involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as ~~motor vehicles, backhoe, dump truck, end loaders, sewer jet machine,~~ meter test bench, ~~air hammers, blacktop rollers, compactors, saws,~~ hand tools, generators, ~~portable pumps, chemical pumps, mowers, freezing/thawing machines,~~ voltmeter, ~~locators, jacks, shovels, picks, axes,~~ etc.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer terminal, photocopier, paper cutter, hand punch, and telephone.
- Ability to install and repair ~~complex equipment and machinery~~ meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements ~~involved in repair of water distribution equipment~~ such as electrical work.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, and carrying, pushing and pulling over 100 pounds.
- Ability to recognize and identify degrees of similarities and differences between characteristics of color, sound, taste, texture, and odor associated with job-related objects, materials, and ingredients.

Environmental Adaptability

- Ability to work under ~~uncomfortable and moderately potentially~~ unsafe ~~and uncomfortable~~ conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, ~~disease,~~ machinery, explosives, gas, and high voltage electrical currents. This exposure ~~-may cause discomfort and presents a high risk of injury or death.~~ ~~where there is a risk of injury.~~

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Electric System Division
Title: Lead Journeyman Lineworker ~~man~~ **Pay Grade:** FLSA: N
Date: ~~May~~ March, 2022 ~~18~~ **Reports To:** Utilities Electric System Supervisor

Purpose of Position

The purpose of this position is to assist in the day-to-day supervision-coordination of the Electric System Division, including scheduling of daily operations and project oversight, acting under the direction of the Utilities ~~Operations~~ Electric System Supervisor ~~Superintendent~~. This position also efficiently and safely performs electrical distribution line construction, maintenance, and repair tasks, in accordance with Stoughton Utilities construction specifications and standards.

Essential Duties and Responsibilities

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

- Assists the Utilities Electric System Supervisor with the coordination of the operation and maintenance of the electric utility and distribution system. Ensures compliance with regulatory agency requirements and utility policies. Provides recommendations and assists with the coordination and implementation of electric distribution system improvements.
- Assists in the supervision of the activities of Electric System Division personnel ~~crews~~; Actively participates in regular division staff meetings; and conducts such meetings in the absence of the Utilities Electric System Supervisor. Assists in the maintenance of productivity reports, the review of timesheets, and the maintenance of staff work and leave schedules. Assists in providing instruction and training; planning, coordinating, assigning, and reviewing of work; and the maintenance of ~~division~~ standards and policies.
- Assists in the coordination and organization of, and actively participates in, routine safety meetings and safety manual review. Conducts routine safety compliance checks on active job sites. Assists in the oversight of division operations to ensure safety policy compliance. Report out findings to the Utilities Electric System Supervisor and the Stoughton Utilities management and safety compliance teams.
- Monitors the ~~Substation~~ substation Maintenance ~~maintenance Program~~ program, and maintains all substation equipment, conducts routine substation inspections, and records; takes weekly system readings and data.
- Monitors system tree trimming and removal needs, and maintains the annual schedule to ensure clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects; and resolves line clearance complaints and inquiries.
- Assists in the oversight of the utility's apprentice lineworker program, including providing education and mentorship, evaluating apprentice performance and competence, maintaining apprenticeship registrations and program compliance, conducting routine reviews and assessments, and recommending advancement through the program.
- Maintains overhead and underground electric construction specifications ~~book~~ and drawings.
- Routinely performs lineworker 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 staff knowledge, competence, and safety compliance.
- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journeyman lineworker.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and safety.

Electric System Lead Journeyman Lineworker

- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- Operates the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage conditions.
- Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve customer issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned system outages.
- ~~Works in the field daily with crews needing additional assistance.~~
- ~~Assists in ensuring compliance with Chapter 113 of the Public Service Commission rules and regulations.~~
- ~~Assists with developing estimates for new/replacement electric services and planning for substations.~~
- ~~Conducts routine safety compliance checks with staff and reports to the Operations Superintendent.~~
- ~~Coordinates the work of sub-contractors working on the distribution system.~~
- ~~Monitors district tree trimming needs and provides schedule to the Operations Superintendent.~~
- ~~Conducts weekly Division schedule/updates meetings.~~
- ~~Oversees the training programs for staff.~~
- ~~Provides information to customers as required. Responds to customer inquiries and complaints.~~
- ~~Maintains and reviews Apprentice Training/Training booklet.~~
- ~~Maintains overhead and underground specifications book.~~
- ~~Maintains switching procedure manual.~~
- ~~Reviews Electric Division daily time sheets for accuracy.~~
- ~~Reviews all paperwork handed in by lineman. I.E. Job briefings, staking sheets, etc.~~
- ~~Maintains Standby status until at least five Journeyman Linemen are available.~~
- ~~Writes and administers annual reviews.~~
- Makes recommendations for electric division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Oversees routine maintenance and schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules all vehicle maintenance work.
- ~~Maintain vehicle maintenance program.~~
- ~~Provides input on material standards.~~
- ~~Responds to all daily outages and performs corrective work; handles all daily secondary/service needs.~~
- ~~Operates diggers, bucket trucks, hand tools near and around electrical distribution lines. Operates live line tools to connect and disconnect distribution lines and components.~~
- ~~Operates and maintains the Electric SCADA system.~~
- ~~Prepares work sites. Erects warning signs and secures areas. Maintains knowledge of and implements safety procedures.~~
- ~~Locates underground electric cable faults for repair.~~
- ~~Installs primary and secondary overhead and underground electrical systems.~~
- ~~Plans and directs on-site maintenance/repair tasks. Recommends on-site operational changes.~~

~~Electric System Lead Journeyman Lineworker~~

- ~~• Contacts customers regarding temporary power outages and tree trimming operations and possible damage.~~
- ~~• Assists with public education and performs Wires and Fires demonstrations.~~
- ~~• Trims trees and removes and chips brush.~~
- ~~• Maintains records and prepares reports as required.~~
- ~~• Recommends material purchases.~~
- ~~• Maintains material inventories.~~
- ~~• Complies with all Stoughton Utilities Safety programs.~~
- ~~• Participates in on-call status for emergencies.~~
- ~~• Receives and responds to customer inquiries and complaints and performs corrective action in response to customer inquiries and complaints.~~
- ~~• Completes and maintains work orders, staking sheets, outage reports, time sheets, etc.~~
- Completes weekly/monthly substation readings and inspection reports. Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same.

~~Provide leadership/training to the Apprentice Lineman.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.

~~Electric System~~ Lead Journeyman Lineworkman

- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.
- Repairs and maintains ~~street lights~~streetlights.
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Operates loaders, backhoes, dump trucks, jack hammers, wood chippers, chain saws, cutting torch and welders.~~
- ~~Reconnects meters and transfers meters.~~
- ~~Repairs and maintains street lights.~~
- ~~Performs routine vehicle maintenance.~~
- ~~Maintains Stoughton Utilities Facilities.~~
- ~~Assists electric, wastewater and water divisions as required.~~
- ~~Paints surfaces.~~
- ~~Removes ice and snow from walkways and drives.~~
- ~~Other duties as defined by management.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, ~~and completion of a four year Electrical Lineman apprenticeship and~~ vocational/technical training in electrical systems ~~and Electric System Journeyman Lineman training~~, with a minimum of ~~five~~ four years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift certification, and CPR/First Aid certification is required.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- ~~Position requires Journeyman Lineman Certification, Forklift Certification, CPR/First Aid Certification, and a Commercial driver's license with tanker and air brake certification~~ is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Electric System Lead Journeyman Lineworker

- Ability to provide oversight and backup supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Transportation rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some individual judgement, 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 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.
- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~Requires the ability to provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.~~
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, electricians, contractors, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports and records, studies, logs, maps, timesheets, service rules, manuals, handbooks, procedures, guidelines and non-routine correspondence.~~
- ~~Ability to prepare reports and time sheets, using prescribed formats.~~

Supervisory Skills

- Ability to assign, ~~supervise and review~~, develop, assess, and ~~the work of others and implement recommendations to improve the work of others~~ discipline.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such review.

Mathematical Ability

- ~~Requires the a~~ Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and ~~may require~~ the ability to perform mathematical operations with ~~fractions and~~ algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- ~~Requires the a~~Ability to apply principles of influence systems such as ~~supervisions~~supervising, managing, leading, teaching, directing, planning, coordinating, and controlling. ~~Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~Requires the a~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

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~~Electric System~~ Lead Journeyman Lineworker

Physical Requirements

- ~~Requires the a~~Ability to operate equipment and machinery such as ~~Hilti gun, Ampact~~impact tools, ~~an~~ aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- ~~Tasks involve the a~~Ability to exert regular and sustained extremely heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, ~~and or~~ lifting, as well as carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of 100 pounds.
- ~~Requires the a~~Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, ~~and~~ textures, and odor associateds with job-related objects, materials and tasks.
- Ability to meet all physical requirements of the Stoughton Utilities Journeyman Lineworker position description.

~~Electric System~~ Lead Journeyman Lineworker~~man~~

~~Supervisory Skills~~

- ~~• Ability to assign, supervise and review the work of others and implement discipline.~~
- ~~• Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~

Environmental Adaptability

- Ability to work under uncomfortable and potentially unsafe conditions that require exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause ~~some~~ discomfort and presents a high risk of injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – ~~Wastewater~~ Wastewater
System Division

Title: ~~Advanced Certified Wastewater~~ Operator **Pay Grade:** **FLSA:** N

Date: ~~January~~ March, 2022 **Reports To:** Utilities ~~Wastewater~~ Wastewater
System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other non-certified Operator positions in terms of job scope, however may differ in day-to-day duties and assignments, required qualifications, and certifications.

Essential 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.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally -responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains ~~Performs routine maintenance to pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility, and completes other work orders as assigned.~~
- ~~Monitors and records pump operations, chemical treatment, and flow levels.~~
- ~~Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.~~
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory activities-analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results.etc.
- ~~Televises, cleans, and repairs sanitary sewer collection system.~~

~~Advanced Certified Wastewater Operator~~

- ~~• Prepares, or assists with the preparation of monthly water pumpage and wastewater treatment reports, and submits to the Wisconsin Department of Natural Resources (DNR).~~
- ~~• Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.~~
- ~~• Monitors and records data, and makes adjustments to the wastewater/water SCADA System.~~
- ~~• 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.~~
- ~~• Operates and maintains the water/wastewater SCADA system to monitor system health, record 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.~~
- ~~• Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.~~
- ~~• Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.~~
- ~~• Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.~~
- ~~• Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.~~

~~Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.~~

~~Serves on call status for wastewater/water operations.~~

~~Complies with all Stoughton Utilities Safety Programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~• Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.~~
- ~~• Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.~~
- ~~• Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.~~

~~Advanced Certified Wastewater Operator~~

- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.
- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Performs custodial tasks.~~
- ~~Paints surfaces.~~
- ~~Removes Ice and snow from walkways and drives.~~
- ~~Performs carpentry tasks as needed.~~
- ~~Assist with water and electric operations as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and ~~four~~ one or more ~~to six~~ years water and/or wastewater operator experience.
- Demonstrated mechanical and/or plumbing aptitude.
- ~~Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator—Advanced certification for the Stoughton Wastewater Treatment facilities.~~
- ~~Ability to maintain the required continuing education credits for the DNR Operator—Advanced certification.~~
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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 judgement, 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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.~~
- ~~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 simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.~~
- ~~Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.~~

~~Advanced Certified Wastewater Operator~~

Mathematical Ability

- ~~Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra.~~ Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- ~~Ability to carry out directives without direct supervision. Ability to exercise independent judgement~~ judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- ~~Ability to apply principles of influence systems such as leading and teaching.~~
- ~~Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria.~~ Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

- Ability to operate equipment and machinery ~~requiring monitoring multiple conditions and making multiple complex and rapid adjustments,~~ such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, cement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.:
- ~~Ability to repair complex equipment and machinery.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.
- Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in ~~moderate-very to~~ heavy work, typically involving some combination of climbing, ~~and~~ balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of ~~over~~ 100 pounds.
- ~~Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.~~
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, ~~forms~~ shape, sounds, texture, and odors, ~~and textures~~ associated with job-related objects, materials, and ~~ingredient~~ tasks.

Environmental Adaptability

- Ability to work under ~~moderately unsafe and uncomfortable~~ and potentially unsafe conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odors,~~ high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, machinery ~~dusts, machinery,~~ explosives, gas, vehicular traffic, high voltage electrical currents, and disease. ~~and/or dust~~ This exposure may cause ~~or causing~~ discomfort ~~and presents a high~~ and where there is a risk of injury ~~requiring extended recovery~~ or death.

~~Advanced Certified Wastewater~~ Operator

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name:		Department:	Utilities – Wastewater <u>Water</u> System Division
Title:	Advanced Certified Wastewater Operator	Pay Grade:	FLSA: N
Date:	January <u>March</u> , 20 <u>22</u> 17	Reports To:	<u>Utilities</u> Wastewater <u>Water</u> System Supervisor

Purpose of Position

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 City of Stoughton, with a focus on wastewater collection and treatment operations. This position is identical to other non-certified Operator positions in terms of job scope, however may differ in day-to-day duties and assignments, required qualifications, and certifications.

Essential 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.

- Provides safe drinking water conditions to protect Stoughton 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 SCADA system.
- Ensures environmentally responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process, monitoring and recording plant operations and tank volumes, monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- 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. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Repairs and maintains ~~Performs routine maintenance to pumps, motors, valves, flow meters, screens, and all other equipment at the wastewater treatment facility, and completes other work orders as assigned.~~
- ~~Monitors and records pump operations, chemical treatment, and flow levels.~~
- ~~Performs operational tasks at the wastewater treatment facilities. Operates all equipment necessary for complete and effective wastewater treatment and system operations.~~
- ~~Performs routine maintenance to pumps, motors, valves, flow meters, and completes other work orders as assigned.~~
- Obtains and prepares samples of drinking water and wastewater treatment, and performs laboratory activities-analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to drinking water and wastewater treatment operations and calculates amount of chemical additives according to test results, etc.
- Televises, cleans, and repairs sanitary sewer collection system.
- Prepares, or assists with the preparation of monthly water pumpage and wastewater treatment reports, and submits to the Wisconsin Department of Natural Resources (DNR).

~~Advanced Certified Wastewater Operator~~

- ~~• Performs plumbing tasks throughout treatment plant. Replaces pipes and valves.~~
- ~~• Monitors and records data, and makes adjustments to the wastewater/water SCADA System.~~
- 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.
- Operates and maintains the water/wastewater SCADA system to monitor system health, record 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.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives safety and conservation presentations.
- Completes and maintains work orders, time sheets, preflight checklists, tailgate meetings, 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, televising records, equipment maintenance tasks, and other records as directed.
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Divisions. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW). Ensures full Water and Wastewater System Divisions compliance of the same.

~~Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response.~~

~~Serves on-call status for wastewater/water operations.~~

~~Complies with all Stoughton Utilities Safety Programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs water meters at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric System Division, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, groundsman duties, and other tasks as directed. Provides local and regional emergency disaster response.

~~Advanced Certified Wastewater Operator~~

- ~~• Performs routine vehicle maintenance.~~
- ~~• Performs other Stoughton Utilities tasks as directed. Performs custodial tasks.~~
- ~~• Paints surfaces.~~
- ~~• Removes ice and snow from walkways and drives.~~
- ~~• Performs carpentry tasks as needed.~~
- Assist with water and electric operations as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and ~~four~~ one or more to six years water and/or wastewater operator experience.
- Demonstrated mechanical and/or plumbing aptitude.
- ~~• Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator Advanced certification for the Stoughton Wastewater Treatment facilities.~~
- ~~• Ability to maintain the required continuing education credits for the DNR Operator Advanced certification.~~
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ~~• Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to 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 judgement/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; city and utility policies and procedures; guidelines; non-routine correspondence; 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 City personnel, plumbers, contractors, regulatory representatives, and the general public. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.~~
- ~~• 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 simple requests from others.~~
- ~~• Ability to utilize a variety of advisory data and information such as lab reports, flow charts, electrical diagrams, architectural drawings, manhole reports, soil sample reports, wastewater treatment plant operation and maintenance manuals, maps, vehicle maintenance reports, DNR rules and regulations, procedures and guidelines.~~
- ~~• Ability to communicate effectively with customers, Department personnel, construction workers, engineers, DNR personnel, and vendor representatives.~~

Mathematical Ability

- ~~• Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations~~

~~Advanced Certified Wastewater Operator~~

~~with fractions and algebra. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.~~

- ~~• Ability to interpret basic descriptive statistical reports.~~

Judgment and Situational Reasoning Ability

- ~~• Ability to carry out directives without direct supervision. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.~~
- ~~• Ability to apply principles of influence systems such as leading and teaching.~~
- ~~• Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and judgmental criteria. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.~~
- ~~• Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.~~

Physical Requirements

- ~~• Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as impact tools, sewer line jet truck, back hoe, roller, loaders, dump truck, forklift, wood chipper, meters, hand and power tools, snow plows and blowers, ement mixer, lab instruments, mechanic's hand tools, voltmeter, welder, and excavation hand tools, and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.:-~~
- ~~• Ability to repair complex equipment and machinery.~~
- ~~• Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating heavy excavation and pumping equipment.~~
- ~~• Ability to install and repair meters and perform coordinated activity, potentially in tight spaces.~~
- ~~• Ability to exert regular and sustained heavy physical effort in ~~moderate-very to~~ heavy work, typically involving some combination of climbing, ~~and~~ balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of over 100 pounds.~~
- ~~• Ability to operate SCBA equipment as required in the Stoughton Utilities Facilities.~~
- ~~• Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms shape, sounds, texture, and odors, ~~and textures~~ associated with job-related objects, materials, and ingredientstasks.~~

Environmental Adaptability

- ~~• Ability to work under moderately unsafe and uncomfortable and potentially unsafe conditions ~~where that require~~ exposure to severe environmental factors such as temperature variations, ~~odors,~~ high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, ~~machinerydusts, machinery,~~ explosives, gas, vehicular traffic, high voltage electrical currents, and disease. ~~and/or dust~~ This exposure may cause ~~or causing~~ discomfort and presents a high ~~and where there is a risk of injury~~ requiring extended recovery or death.~~

~~Advanced Certified Wastewater~~ Operator

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Department: Utilities – Electric System Division
Title: Senior Journeyman Lineworker ~~man~~ **Pay Grade:** **FLSA:** N
Date: March, 2022 ~~May~~ **Reports To:** Utilities Electric System Supervisor

Purpose of Position

The purpose of positions in this classification is to efficiently and safely perform electrical distribution line construction, maintenance, and repair tasks ~~for the City of Stoughton, in accordance with Stoughton Utilities construction specifications and standards.~~

Essential 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.

- Operates diggers, bucket trucks, and hand tools near and around electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components. Installs primary and secondary overhead and underground electrical systems. Locates underground electric cable faults for repair. Performs all other industry-standard duties expected of a journey-level lineworker.
- ~~Operates and maintains the electric SCADA system.~~
- Prepares and secures safe work sites, including truck and equipment setup, placement of ~~Erects~~ warning signs and cones, traffic control and direction, and more. Conducts tailboard meetings to review projects and secures areas. Maintains knowledge of and implements safety procedures.
- Completes field staking using staking sheets provided by the Utilities Distribution System Coordinator.
- Operates and maintains the electric SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate circuit performance and load, and investigate outage 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. ~~Locates underground electric cable faults for repair.~~
- 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.
- Installs, repairs, and maintains municipal street lighting.
- Monitors system tree trimming and removal needs, and ensures clearance program compliance. Works with division employees to trim and remove trees and brush. Communicates with customers to provide notice of upcoming line clearance projects, and resolves line clearance complaints and inquiries.
- Assists in the oversight of the utility's apprentice lineworker program, including providing education and mentorship, and recommending advancement through the program.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives electrical safety presentations.
- Completes and maintains work orders, staking sheets, outage reports, time sheets, preflight checklists, tailgate meetings, 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 electric service connection details, circuit identifications, overhead and underground system inspections, equipment maintenance tasks, and other records as directed.

Senior Journeyman Lineworker

- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and the National Electric Safety Code (NESC). Ensures full Electric System Division compliance of the same. ~~Installs primary and secondary overhead and underground electrical systems.~~
- ~~_____~~
- ~~Participates in on-call status for emergencies.~~
- ~~Plans and directs on-site maintenance/repair tasks. Recommends on-site operational changes.~~
- ~~Contacts customers regarding temporary power outages and tree trimming operations and possible damage.~~
- ~~Assists with public education and performs Wires and Fires demonstrations.~~
- ~~Repairs and maintains street lights.~~
- ~~Performs routine vehicle maintenance.~~
- ~~Trims trees and removes and chips brush.~~
- ~~Operates loaders, backhoes, dump trucks, jack hammers, wood chippers, chain saws, cutting torch and welders.~~
- ~~Reconnects meters and transfers meters.~~
- ~~Receives and responds to customer inquiries and complaints and performs corrective action in response to customer inquiries and complaints.~~
- ~~Completes and maintains work orders, staking sheets, outage reports, time sheets, etc.~~
- ~~Maintains records and prepares reports as required.~~
- ~~Completes weekly/monthly substation readings and inspection reports.~~
- ~~Recommends material purchases and maintains material inventories.~~
- ~~Provide leadership/training to the Apprentice Lineman.~~
- ~~Complies with all Stoughton Utilities Safety programs.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Disconnects electrical service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.
- Installs electric meters, including current transformers (CTs) and voltage transformers (VTs) as necessary, at customer premises, including temporary and permanent services. Assists the meter technician with the maintenance and repair of electric meters, CTs, and VTs. Reconnects and transfers electric meters.
- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic commercial electrical maintenance, basic plumbing, and similar tasks as assigned.
- Provides emergency after-hours support to the Wastewater and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operation, and other tasks as directed. Provides local and regional emergency disaster response.

Senior Journeyman Lineworkman

- Performs routine vehicle maintenance.
- ~~Performs other Stoughton Utilities tasks as directed. Maintains Stoughton Municipal Utilities facilities.~~
- ~~Assists electric, wastewater and water Divisions as required.~~
- ~~Paints surfaces.~~
- ~~Removes ice and snow from walkways and drives.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, and completion of a four-year electrical lineman apprenticeship/vocational/technical training in electrical systems, with a minimum of 20 years electrical system maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Documented completion of a four-year Electrical Lineworker apprenticeship is required, or verifiable regional equivalent.
- Journeyman Lineworker Certification, or verifiable regional equivalent, forklift certification, and CPR/First Aid certification is required.
- Commercial driver's license with tanker and airbrake certification is required. Certification in CPR, first aid, Hilti gun, and forklift certification required. Commercial driver's license with tanker and airbrake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a wide variety of advisory data and information, such as work orders; staking sheets; utility maps and diagrams; construction specifications; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Transportation rules and regulations; and safety rules and manuals.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of some individual judgement~~judgment, analyze and categorize data and information in order to determine the relationship of the data~~ with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort ~~data/information, as well as ;~~ assemble, copy, record, and transcribe data and information. ~~Ability to classify, compute, and tabulate data.~~
- Ability to explain, demonstrate, and clarify to others within ~~well-established~~well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to ~~simple requests from others.~~
- ~~Ability to utilize a variety of advisory data and information such as work orders, staking sheets, maps, outage reports, hazardous materials lists, safety manuals and procedures, construction specifications, transformer manuals, PCB manual, time sheets, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.~~
- Ability to communicate effectively in writing and orally with customers, department and all levels of City personnel, co-workers, law enforcement personnel, electricians, contractors, tree trimmers and other city employees~~the general public.~~

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and dividedivision; calculate percentages, fractions, ~~fractions~~ and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with fractions and algebra.

Judgment and Situational Reasoning Ability

Senior Journeyman Lineworker

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems such as leading and teaching. Ability to use functional reasoning and apply rational judgement in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring multiple conditions and making multiple, complex and rapid adjustments, such as Hilti gun, Impact impact tools, aerial bucket truck, digger/derrick, forklift, wood chipper, chain saw, back hoe, roller, compression tools, cable cutters, nail gun, meters, hand and power tools, snow plows and blowers, hooks and belts, air hammers, census, dump truck, wood chipper, forklift, loaders, backhoes, cutting torch, welder, volt meter, hot sticks, extension sticks, hoists and blocks, phasing tool, cable locator, bolt cutters, winches, mechanic's hand tools, carpenter hand tools, slings, hand lines, impact tools, grinders, etc and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in repairs such as high voltage electrical work.
- Ability to install and repair meters and perform coordinated activity around live electricity, potentially in tight spaces.
- Ability to exert regular and sustained heavy physical effort in moderate to very heavy work, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess of up to 100 pounds.
- Ability to recognize and identify degrees of similarities or differences between harmonious or contrasting combinations, as well as recognize individual characteristics of colors, forms shape, sounds, odors and texture, and odors associated with job-related objects, materials, and ingredient tasks.

Environmental Adaptability

- Ability to work under unsafe and uncomfortable and potentially unsafe conditions that require where exposure to severe environmental factors such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, machinery, explosives, disease gas, vehicular traffic, and high voltage electrical currents. This exposure may, vehicular traffic and/or dust can cause discomfort and presents where there is a high risk of serious injury or death.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: Utilities Director
Title: Utilities Director
Date: ~~October~~ March, 2018 ~~2022~~

Department: Stoughton Utilities
Pay Grade: **FLSA:** Exempt
Reports To: Mayor

Purpose of Position

The purpose of this position is to direct and supervise ~~and direct~~ the electric distribution, water distribution, and wastewater collection and treatment operations of Stoughton Utilities, including system design and development, system maintenance and construction, utility coordination, financial management, billing and customer service, regulatory compliance, and utility administration.

Essential Duties and Responsibilities

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

- ~~Supervises and d~~irects ~~wastewater, water, and electric~~all Stoughton Utilities operations; prepares and monitors budgets, plans, and goals; develops policies and procedures; implements operations study recommendations; maintains utility service quality standards; coordinates various construction and development programs; ensures compliance with Safe Drinking Water Act, Clean Water Act, and otherall local, State, and Federal mandates.
- ~~Provides direction and assistance to the Utilities Division Supervisors regarding~~Directs Stoughton Utilities personnel, processes, and technology, including engineering studies, utilities safety programs, CAD and SCADA technology and automation systems implementation, well abandonment and well head protection programs, and other programs. Provides information and assistance to, and coordinates activities with, other ~~divisions~~City of Stoughton departments, consultants, auditors, regulatory agencies, customers, ~~et~~developers, and elected officials.
- ~~Coordinates~~Directs Stoughton Utilities annual budget and capital improvement projects; ~~program, and implements~~ long-range plans~~strategic vision;~~ oversees the work of consultants.
- ~~Coordinates~~Directs all electric, water, and wastewater infrastructure maintenance and construction projects ~~with the direct assistance of the Utilities Operators Superintendent.~~
- ~~Supervises and d~~irects and supervises the activities of Stoughton Utilities staff personnel. In conjunction with the Director of Human Resources & Risk Management ~~Director,~~ participates in staff hiring and promotions; provides employee feedback and coaching; ~~assists with~~ disciplinary actions; ~~prepares~~ personnel evaluations; ~~and provides~~ assistance regarding staff development, and terminations.
- Directs Stoughton Utilities public education and outreach programs. Serves as the utility public information officer and represents Stoughton Utilities in press releases, media interviews, public statements and presentations, and community events.
- Directs the Stoughton Utilities safety program coordination. Participates on the Safety Team. Responds to all safety requirements, requests, and concerns of utility employees. Conducts safety investigations.
- ~~Facilitates staff meetings.~~Represent Stoughton Utilities in reporting to the Mayor, Common Council, Utilities Committee, and the City of Stoughton Leadership Team. Participates in required Utilities Committee and Common Council meetings. Prepares monthly meeting agendas and notices, status reports, as requested, in additionand other scheduled and unscheduled presentations and reports.
- Represents Stoughton Utilities in participation and communications with industry partners including ~~Serves on the Wisconsin Public Power~~WPPI Energy Board of Directors ~~and serve as a representative to the~~ Municipal Electric Utilities of Wisconsin (MEUW), lobbying organizations, regulatory agencies, legal representation, and elected officials.

Utilities Director

~~the Wisconsin Rural Water Association, Wisconsin Wastewater Operators Association, American Water Works Association, and the American Public Power Association.~~ Serves as Director on the WPPI Energy Board of Directors.

- ~~Receives and resolves high-level public and regulatory agency inquiries and complaints, including those from elected officials and the Public Service Commission of Wisconsin, and implements resulting corrective action and/or policy revisions.~~
- ~~Complies with all Stoughton Utilities Safety Programs, and guidelines and regulations set by the Public Service Commission of Wisconsin, Wisconsin Department of Natural Resources, and the National Electric Safety Code.~~
- ~~Responds to planned and unplanned customer engagement opportunities and significant event response, including but not limited to large-scale outages, severe weather events, and drinking water or sanitary sewer emergencies.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Greet and direct visitors. Answer, direct, and route telephone calls and messages.
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, and conducts system demonstrations and tours.
- Assists all other Stoughton Utilities divisions as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering or business administration, or related field, with preferred preference for State of Wisconsin licensure for Professional Engineer, or Bachelor's degree in Business, or related field. A track record of successful management and supervisory experience required. A minimum of ten-15 years of utilities-utility leadership experience, including management and supervisory experience preferred.
- Must have or obtain, within one year, Wisconsin Department of Natural Resources (DNR) Grade 1-~~GD~~ Waterworks Operator License-Certification with subclasses G and D, or such certification designated as Operator in Training.
- Must have or obtain, within one year, Wisconsin DNR Wastewater Treatment Plant Operator License-Certification – Basic, or such certification designated as Operator in Training.
- Previous business-economic development experience preferred but not required.
- Knowledge of computer software used in the utility environment, including experience with utility system automation, asset management, and mapping platforms. Advanced user of Microsoft Office applications (Word, Excel, and PowerPoint).
- Possesses a vValid motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to perform complex data analysis, including the ability to audit, deduce, assess, conclude, appraise, analyze, and interpret an extensive variety of technical information and governmental regulations. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to ~~comprehend and interpret~~utilize a wide variety of ~~documents~~advisory data and information such as ~~including~~ civil engineering plans; engineering studies and reports; construction specifications; bid documents and tabulations; utility statistical reports, demand and consumption reports, and wholesale billing statements; financial reports and statements; budgets; activity reports, water reports, electric reports, wastewater reports, training forms, time sheets, ~~payment due lists, city and utility policies and procedures; guidelines; non-routine letters and other correspondence; Public Service Commission of Wisconsin rules, regulations, and tariffs; Wisconsin Department of Natural Resources rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals, engineering studies, capital projects plans, Administrative Codes, State Statutes, Federal Register, and other requirements, safety manuals, engineering references, etc.~~
- ~~Ability to prepare a variety of documents including performance evaluations, training forms, time sheets, vehicle reports, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.~~
- Ability to explain, demonstrate, and clarify to others within established policies, procedures, and standards, as well as the ability to respond to complex requests where established policies and procedures may not exist.

Utilities Director

- ~~Ability to record and deliver information, explain procedures, and give and follow instructions.~~
- ~~Ability to~~ use and interpret civil, environmental, and electrical engineering and accounting terminology.
- ~~Ability to communicate in writing and orally with customers, effectively with Utilities division supervisors department and all levels of other City staff personnel, construction consultants and contractors customers, the Mayor, alder persons, and other City officials, engineering and legal consultants, financial auditors, regulatory agencies, congressional delegates elected and appointed government officials, and the general public, and others verbally and in writing.~~
- ~~Ability to prepare a variety of documents including performance evaluations, training forms, time sheets, vehicle reports, letters, statements, notices, memos, narrative and statistical reports, and other correspondence, etc. using prescribed formats according to and conforming to all accepted rules of punctuation, grammar, diction, and style.~~

Supervisory Skills

- ~~Ability to assign, supervise, and review, develop, assess, and implement recommendations to improve the work of others.~~
- ~~Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.~~
- ~~Ability to prepare meaningful performance reviews and participate in the delivery of such reviews.~~

Mathematical Ability

- ~~Ability to perform addition, subtraction, multiply multiplication, and dividedivision,; calculate decimals and percent ages, fractions, and decimals; interpret and develop detailed descriptive statistical reports; and the ability to perform mathematical operations with -and make use of the principles of basic algebra, geometry, and descriptive statistics.~~
- ~~Ability to design and produce graphical representations of complex financial data.~~

Judgment and Situational Reasoning Ability

- ~~Ability to carry out directives with direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- ~~Ability to use functional reasoning in performing apply principles of influence functions systems such as supervising, managing, supervising, leading, teaching, directing, planning, coordinating, disciplining, and coaching, and controlling.~~
- ~~Ability to use functional reasoning and apply rational judgment in performing diversified work activities.~~
- ~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or measurable or judgmental criteria, and involving the direction, control and planning of an entire program or multiple programs, make decisions, and follow through on the consequences.~~

Physical Requirements

- ~~Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments, such as a motor vehicles.~~
- ~~Ability to operate a variety of office equipment and machinery requiring simple but continuous adjustments, including such as computer terminal, calculator, photocopier, fax machine, telephone, etc. and other items used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as typing.~~
- ~~Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.~~
- ~~Ability to operate a motor vehicle.~~

Utilities Director

~~Supervisory Skills~~

- ~~• Ability to assign, supervise, and review the work of others.~~
- ~~• Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~

Environmental Adaptability

- Ability to work effectively in an office environment, ~~at work sites,~~ and in public meetings under safe and comfortable conditions, as well as in the field under uncomfortable and potentially unsafe conditions that require exposure to environmental factors such as temperature variations, high winds, rain and snow, odors, noise, vibrations, wetness, machinery, and vehicular traffic. This exposure may cause discomfort and presents a risk of injury or death.

Utilities Director

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton Position Description

Name: **Department:** Utilities – Wastewater System Division
Title: Wastewater System Supervisor **Pay Grade:** **FLSA:** N
Date: ~~January~~ March, 2022-17 **Reports To:** Assistant Utilities Director

Purpose of Position

The purpose of this position is to provide supervision to the Wastewater System Division, including personnel and daily operations, projects and development, and strategic planning, under the direction of the Utilities Director, including supervision of, direct, and coordinate the Stoughton Utilities wastewater treatment facilities and the sanitary sewer collection system operations and activities. This position serves as the designated Operator in Charge of the Stoughton Wastewater Treatment Facility and assumes all obligations and responsibility for regulatory compliance.

This position also efficiently and safely performs wastewater treatment system operations, maintenance, and repair tasks, and participates in construction projects, in accordance with Stoughton Utilities construction specifications and standards.

Essential Duties and Responsibilities

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

- Supervises and directs the daily operations and maintenance of the wastewater treatment plant and collection system, and; oversees and monitors the wastewater treatment process; ensures compliance with regulatory agency requirements and utility policies, including compliance with all requirements of the Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued to the Stoughton Wastewater Treatment Facility, and other requirements. Ensures environmentally-responsible wastewater treatment and discharge via obtaining and testing routine wastewater treatment samples throughout the treatment process and; monitoring and recording plant operations and tank volumes; monitoring and testing wastewater influent and effluent quality conditions, and monitoring and recording data and operations on the water/wastewater SCADA system.
- Supervises and directs the activities of Wastewater System Division personnel; Conducts regular division staff meetings, establishes and maintains productivity reports, prepares and assigns work orders, coordinates introductory and continuing training programs, reviews and approves timesheets, establishes and maintains staff work and leave schedules, and assists in the completion of performance evaluations. Plans short and long-term division work plans and projects, and guides the division's goals and vision.
- Supervises, organizes, and leads routine safety meetings. Conducts routine safety compliance checks on active job sites. Oversees division operations to ensure safety policy compliance. Report out findings to Stoughton Utilities management and safety compliance teams.
- Supervises the division tool and equipment inventory; and evaluates and approves or denies requests from division staff for the procurement of new tools and equipment.
- Supervises the installation of new sanitary sewer service connections. Coordinates activities associated with sanitary sewer lateral connections with contractors, residents, and engineers.
- Supervises and coordinates the distribution of field notifications for construction.
- Supervises sludge storage and removal programs. Maintains appropriate sludge storage capacity, nutrient management field records including ownership and contact information, regulatory soil sampling requirements, and all data necessary for regulatory compliance.
- Routinely performs operator work tasks at active job sites to plan, direct, and supervise system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate staff knowledge, competence, and safety compliance.

Wastewater System Supervisor

- Repairs and maintains sanitary sewer collection mains and pumps. Performs routine maintenance to sanitary sewer collection system infrastructure and equipment. Flushes, televises, cleans, and repairs the sanitary sewer collection system.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts worksite tailboard-meetings to review projects and safety.
- Operates the wastewater/water SCADA system; to monitor system health, record data and equipment readings, operate controls, evaluate influent and effluent flow, monitor lift station pumpage and plant treatment, and investigate system concerns.
- Obtains and prepares samples of drinking water and wastewater treatment influent and effluent quality conditions, wastewater treatment processes, and drinking water, and performs laboratory analysis including sample testing and calculations for biochemical oxygen demand (BOD), suspended solids, pH levels, volatile solids, phosphorous, ammonia, fecal coliform, chlorine residual, fluoride content, industrial effluents, glucose glutamic acid, and other analysis as directed. Prepares graphs, charts, and reports from sample data, and reports out findings. Makes adjustments to Adjusts drinking water and wastewater treatment and drinking water distribution operations and calculates amounts of chemical additives according to test results.
- 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.
- Prepares annual reports in accordance with DNR, EPA, and other regulatory agency requirements, including compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, and annual air emissions reports, along with other Wisconsin DNR reports and EPA reports.
- Develops and maintains emergency response and maintenance programs for the sanitary sewer collection system as part of the Stoughton Utilities Capacity, Management, Operation and Maintenance (CMOM) program. Performs self-assessments on CMOM compliance.
- Monitors industry loadings and compliance with routine sampling requirements, and bills industrial surcharges. Maintains listing of industrial facility contacts, and forms and maintains relationships with facility operations and maintenance managers. Reviews laboratory results of industrial sampling and ensures facility compliance with discharge requirements. Provides laboratory results to the Billing & Metering Supervisor and assists in the billing of industrial surcharges
- Collaborates with the Asset & Facilities Coordinator to maintain material inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process by supervising division staff through completion of the assignment; receives packing slips; places new material into stock; enters data into computerized inventory program.
- Assists in the preparation of the Utilities 20-year Capital Improvement Program, including conducting reviews of system reliability and making recommendations for system improvements. Assists with the preparation and ongoing monitorings of the Utilities annual budget.
- Makes recommendations for wastewater division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Supervises routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- Collaborates with the Distribution System Coordinator to make recommendations for new development design and system expansion.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action measures, or schedules and assigns workorders to resolve in response to customer inquiries and complaints issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned construction.
- Coordinates and schedules the work of subcontractors working at the wastewater treatment facility and on the

Wastewater System Supervisor

wastewater collection system. Reviews the quality of work completed by subcontractors to ensure compliance with utility construction specifications and contract requirements and expectations. Communicates with subcontractors to discuss complaints and issues.

- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts treatment facility and collection system demonstrations and tours, and gives water safety presentations.
- Maintains GIS software applications and databases, including wastewater collection system details, service connections, manhole inspections, main flushing and televising, and other records as directed.
- Maintains an ability to work a flexible schedule to accommodate planned activities outside of the typical work schedule, including but not limited to planned plant and collection system maintenance work, as well as planned seasonal schedule changes and tasks.
- Maintains an ability to serve on standby on-call duty, scheduled on a rotational basis within the Water and Wastewater System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Department of Natural Resources (DNR). Ensures full Wastewater System Division compliance of the same.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Maintains grounds and facilities, such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic plumbing maintenance, and similar tasks as assigned.
- Provides emergency after-hours support to the Electric and Water System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operations, electric line groundsman duties, and other tasks as directed.
- Performs routine vehicle maintenance.
- Performs other Stoughton Utilities tasks as directed.
- ~~Directs the operation of laboratory operations.~~
- ~~Supervises and directs the activities of wastewater personnel; conducts performance evaluations.~~
- ~~Directs the operation and maintenance of the wastewater treatment facility liquid and solids handling facilities and sewage collection system; conducts emergency repairs as required.~~
- ~~Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response to customer inquiries and complaints.~~
- ~~Maintains contacts with vendors; prepares proposal requests; receives and evaluates proposals; prepares purchase orders and acquires materials as required.~~
- ~~Maintains material inventory; receives packing slips; places new material into stock; enters data into computerized inventory program.~~
- ~~Assigns work orders, maintains records, and prepares reports as required.~~
- ~~Monitors industry loadings and bills industrial surcharges.~~

Wastewater System Supervisor

- ~~• Prepares annual reports, compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, annual air emissions report, along with other Wisconsin DNR reports and EPA reports.~~
- ~~• Program administrator for all Stoughton Utilities Safety Programs.~~
- ~~• Ensures that all safety standards are met and complies with all Stoughton Utilities Safety Programs.~~
- ~~• Develops emergency response programs for sanitary sewer system CMOM.~~
- ~~• Recommends and implements new methods in the collection system and the wastewater treatment facilities.~~
- ~~• Televises, cleans and repairs sanitary sewer collection system.~~
- ~~• Operates wastewater/water SCADA system.~~
- ~~• Assists with water and electric operations as required.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent, technical training in wastewater treatment, and ~~ten-seven~~ or more years wastewater operator experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Wisconsin Department of Natural Resources (DNR) Wastewater Treatment Plant Operator - Advanced certification for the Stoughton Wastewater Treatment facilities.
- ~~• Wisconsin DNR Grade 1 Waterworks Operator Certification with subclasses G and D for the Stoughton Waterworks.~~
- Successful completion of Wisconsin DNR Advanced Laboratory exam.
- Ability to maintain the required continuing education credits for the DNR Operator – Advanced certification.
- ~~• Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.~~
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ~~• Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~
- ~~• Ability to provide first line supervision. Ability to create consensus and collaboration, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.~~
- ~~• Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgement/judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.~~
- ~~• Ability to comprehend and interpret utilize a variety of documents advisory data and information, such as work orders; utility maps and diagrams; construction specifications; including maintenance records, blueprints; lab records and reports; operations reports, plant operation and maintenance manuals; engineering reports; technical operating manuals; city and utility policies and procedures; guidelines; non-routine correspondence; Wisconsin Department of Natural Resources rules and regulations; State of Wisconsin legal statutes; and safety rules and manuals, training manuals, State statutes and other regulations, permit requirements, etc.~~

Wastewater System Supervisor

- 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, plumbers, developers, engineers, contractors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, and review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such reviews.
- ~~Ability to comprehend and interpret a variety of documents including maintenance records, blueprints, lab records and reports, operations reports, plant operation and maintenance manuals, engineering reports, training manuals, State statutes and other regulations, permit requirements, etc.~~
- ~~Ability to prepare a variety of documents including operation and lab reports, activity reports, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.~~
- ~~Ability to record and deliver information, explain procedures, and follow instructions.~~
- ~~Ability to use and interpret civil and hydraulic engineering, mechanics, electrical, and basic chemistry and biology terminology.~~
- ~~Ability to communicate effectively with wastewater treatment plant and other Utility and City personnel, consultants, vendors, customers, and others verbally and in writing.~~

Mathematical Ability

- ~~Requires the a~~Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with ~~fractions and~~ algebra.

Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- ~~Requires the a~~Ability to apply principles of influence systems, such as ~~supervisions~~supervising, ~~managing~~, leading, teaching, ~~directing~~, planning, coordinating, disciplining, and controlling. ~~Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~—~~
- ~~Requires the a~~Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- ~~Ability to operate and maintain wastewater treatment facilities~~ equipment and machinery such as forklift, including endloader, backhoe, roller, compression tools, meters, sewer cleaning machine, dump truck, end loaders, sewer jet

Wastewater System Supervisor

machine, air hammers, compactors, concrete saws, hand and power tools, generators, portable pumps, chemical pumps, freezing and thawing machines, locators, snow plows and blowers, sanitary sewer televising equipment, etc.

- and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments. Ability to repair complex equipment and machinery. sanitary sewer televising equipment, etc.

•

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in the operation and repair of wastewater treatment facility and sewer collection system equipment.

~~• Ability to make use of a variety of mechanic's, carpentry, and electrical tools and equipment, including power tools.~~

~~• Ability to operate SCBA equipment as required in the Stoughton Municipal Utilities Facilities.~~

~~• Ability to operate a variety of office equipment including personal computer, telephone, etc.~~

- Ability to exert regular and sustained heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, or crawling, as well as push, pull, lifting, and carrying, pushing, shoveling and digging, and pulling heavy objects and materials in excess weighing up to of 100 pounds.

~~• Ability to climb and balance carrying heavy objects. Ability to recognize and identify degrees of similarities or differences between characteristics of color, shape, sound, texture, and odor associated with job-related objects, materials, and tasks.~~

- Ability to meet all physical requirements of the Stoughton Utilities Advanced Certified Operator position description.

Supervisory Skills

~~• Ability to assign, supervise and review the work of others.~~

~~• Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~

Environmental Adaptability

~~• Ability to work effectively in an office environment, as well as in the field under uncomfortable and potentially unsafe conditions that require -~~

~~• Ability to work effectively with frequent exposure to severe environmental factors, such as temperature variations, high winds, rain and snow, strong odors, toxic gas and other agents, machinery noise, vibrations, and wetness, dusts, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure may cause discomfort and presents a risk of injury or death.~~

Wastewater System Supervisor

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Position Description**

Name:		Department:	Utilities – Water System Division
Title:	Water System Supervisor	Pay Grade:	FLSA: N
Date:	May March, 2022+8	Reports To:	<u>Assistant</u> Utilities Director

Purpose of Position

The purpose of this position is to provide supervision to the Water System Division, including personnel and daily operations, projects and development, and strategic planning, under the direction of the Utilities Director.

This position also efficiently and safely performs water distribution system operation, maintenance, and repair tasks, and participates in construction projects, in accordance with Stoughton Utilities construction specifications and standards, and coordinate water pumping and storage facilities, and water distribution system operations and activities for the City of Stoughton.

Essential 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.

- Supervises and directs the operation and maintenance of the water utility pumping, storage, and distribution system. Ensures compliance with regulatory agency requirements and utility policies. ~~Provides~~ Provides recommendations and assists with the coordination and implementation of water pumping and distribution system improvements.
- ~~Supervises~~ Coordinates the activities of Water System Division personnel. Conducts regular division staff meetings, ~~Establishes and maintains productivity reports, prepares and assigns work orders, schedules tasks as required, conducts performance evaluations, coordinates introductory and continuing training programs, reviews and approves timesheets, and recommends the approval of time sheets,~~ establishes and maintains staff work and leave schedules, and assists in the completion of performance evaluations, and recommends the approval of employee leave, etc. Plans short and long-term division work plans and projects, and guides the division's goals and vision.
- Supervises, organizes, and leads routine safety meetings. Conducts routine safety compliance checks on active job sites. Oversees division operations to ensure safety policy compliance. Report out findings to Stoughton Utilities management and safety compliance teams.
- Supervises the division tool and equipment inventory; and evaluates and approves or denies requests from division staff for the procurement of new tools and equipment.
- Supervises and directs the installation and maintenance of water service connections ~~and metering~~. Coordinates all on-site activities associated with water distribution replacements and service lateral upgrades with contractors, residents, and engineers. Coordinates metering installations and removals with Technical Operations Division staff.
- ~~Establishes and maintains the water metering standardization replacement program, and supervises the operation of the water meter testing program to ensure compliance with Wisconsin Public Service Commission (WPSC) regulations.~~
- Supervises and coordinates the distribution of field notifications s for construction and planned service interruptions.
- ~~Supervises the maintenance of the water utility's material inventory; receives packing slips, places material in stock, and approves payment.~~
- Supervises and performs the extraction of water samples on scheduled basis and submits samples for testing. Ensures all water sampling mandates are followed, including appropriate chain of custody. Monitors correct chlorine and fluoride residuals. Coordinates and monitors annual lead and copper sampling programs, including maintaining accurate inventory of potential sampling sites.

Water System Supervisor

- Supervises recurring systemwide maintenance programs, including hydrant flushing and valve exercising, and ensures regulatory compliance. Supervises recurring infrastructure maintenance and inspection programs, including tank and reservoir inspections and painting, station meter testing, etc. and ensures regulatory compliance.
- Routinely performs operator work tasks at active job sites to plan, direct, and supervise system and equipment maintenance and repair tasks. Works onsite to recommend operational changes and safety improvements, and to evaluate staff knowledge, competence, and safety compliance.
- Repairs and maintains water mains, pumps, valves, curb stops, services, and hydrants. Installs and maintains water service connections. Inspects, exercises, and performs routine maintenance of other water system infrastructure and equipment. Performs all other industry-standard duties expected of a state certified water operator.
- Prepares and secures safe work sites, including truck and equipment setup, placement of warning signs and cones, traffic control and direction, and more. Conducts worksite meetings to review projects and safety.
- Operates the water SCADA system to monitor system health, record data and equipment readings, operate controls, evaluate well pumpage and tower storage, monitor chemical addition, and investigate system concerns.
- Maintains, calibrates, and repairs testing equipment. Maintains knowledge regarding testing requirements for water distribution systems. Cleans and maintains lab equipment. Prepares and sends DNR samples as directed.
- Maintains an inventory of privately-owned wells within the municipal boundaries. Works with private well owners to ensure wells are properly permitted, compliance with regulatory testing and cross connection requirements, and proper abandonment when necessary.
- Prepares reports in accordance with DNR, EPA, and other regulatory agency requirements.
- Collaborates with the Asset & Facilities Coordinator to maintain material inventory and procurement. Provides input and prepares recommendations for material quality standards and specifications. Assists in the evaluation of proposals and material acquisition. Cooperates in the year-end inventory process.
- ~~Coordinates the activities of Water Division personnel. Establishes and maintains productivity reports, prepares and assigns work orders, schedules tasks as required, conducts performance evaluations, coordinates introductory and continuing training programs, reviews and recommends the approval of time sheets, schedules and recommends the approval of employee leave, etc.~~
- ~~Develops standard operating procedures to ensure safe, accurate, and proper water utility operations. Recommends policy changes.~~
- Assists with the preparation of the ~~water utility~~Utilities annual budget and 20-year ~~capital~~Capital improvement Improvement Program~~plan~~, including conducting reviews of system reliability and making recommendations for system improvements. Assists with the preparation and ongoing monitoring of the Utilities annual budget.~~Monitors annual expenditures for compliance with approved budgets and plans.~~
- ~~Recommends and implements new methods in the operation of the distribution system, and pumping and storage facilities.~~
- Makes recommendations for water division vehicle replacements, additions, and retirements. Provides input on vehicle standards and specifications. Supervises routine maintenance schedules and requirements, monitors vehicle safety and regulatory compliance requirements, and schedules vehicle maintenance work.
- Collaborates with the Distribution System Coordinator to make recommendations for new development design and system expansion.
- ~~Receives and coordinates the response~~Responds to customer inquiries and complaints and performs corrective measures, or schedules and assigns workorders to resolve; makes recommendations and performs corrective action in response to customer issues. Communicates with customers as required to resolve inquiries and complaints, and to provide notice of planned service interruptions.

Water System Supervisor

- Coordinates and schedules the work of subcontractors working on the water distribution system. Reviews the quality of work completed by subcontractors to ensure compliance with utility construction specifications and contract requirements and expectations. Communicates with subcontractors to discuss complaints and issues.
- ~~Reviews proposed engineering and construction plans for reconstruction projects and new building developments, and provides comments for corrections and additions.~~
- ~~Maintains records and prepares reports as required.~~
- ~~Monitors and oversees the utility's water Cross-Connection Control Program, in accordance with Wisconsin Department of Natural Resources requirements.~~
- ~~Monitors and records data and operations on the water/wastewater SCADA system.~~
- ~~Prepares recommendations for materials purchases and quality standards, maintains contacts with vendors, assists with the evaluation of proposals, prepares purchase orders, and acquires materials as required.~~
- Attends and assists with utility-sponsored public events, prepares public educational materials and participates in outreach efforts, conducts system demonstrations and tours, and gives water safety presentations.
- Maintains GIS software applications and databases, including water distribution system details, valve and hydrant inspection and exercising, and other records as directed.
- ~~Prepares daily material sheets; reviews daily return to stock sheets; determines material to be retired and monitors retired materials procedures.~~
- Maintains 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 to serve on standby on-call duty, scheduled on a rotational basis within the Electric System Division. Maintains an ability whenever possible to respond to utility emergencies and assist those serving on-call.
- Complies with all Stoughton Utilities safety programs, and guidelines and regulations set by the Wisconsin Public Service Commission of Wisconsin (PSCW) and Department of Natural Resources (DNR). Ensures full Water System Division compliance of the same, that all safety standards are met by water utility personnel, and complies with all Stoughton Utilities Safety Programs.

Water System Supervisor

- ~~Operates Utilities Geographic Information Systems (GIS) software; updates asset and property records via computerized systems as required. Recommends mapping and collector data updates and system improvements.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- ~~Disconnects water service to customers upon receipt of disconnection workorders due to delinquency or safety violations, and at customers' request. Conducts periodic reviews of disconnected properties for connection evaluation.~~
- ~~Installs water meters at customer premises. Assists the meter technician with the maintenance and repair of water meters. Reconnects water services and transfers water meters.~~
- ~~Maintains Stoughton Utilities grounds and facilities, including removal of ice and snow from walkways and drives, and general maintenance tasks such as painting surfaces, ice and snow removal, custodial tasks, basic carpentry, basic plumbing maintenance, and similar tasks as assigned.~~
- ~~Performs Provides emergency after-hours support to the Eother Stoughton Utilities tasks for electric, water, and wastewater Wastewater System Divisions, including basic system repair, traffic control and direction, site preparation and cleanup, equipment transport and operations, electric line groundsman duties, and other tasks operations as directed.~~
- Performs routine vehicle maintenance.
- ~~Assists with all utility operations as required. Performs other Stoughton Utilities tasks as directed.~~

Minimum Training and Experience Required to Perform Essential Job Functions

- ~~High School diploma or equivalent, associate's degree in water quality management or hydrology with training in water distribution systems or related, with a minimum of five or more years certified water operator experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Associates degree in water treatment or water system management preferred.~~
- Wisconsin Department of Natural Resources (WDNR) Grade 1 Waterworks Operator Certification ~~for the Stoughton Waterworks,~~ with subclasses G and D is required, or the ability to obtain such certification.
- Ability to maintain the required continuing education credits for the WDNR Grade 1 Waterworks certifications.
- Vocational or industry training in supervision and/or leadership, with demonstrated experience in leading others in a professional environment.
- Commercial driver's license with tanker and air brake certification required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ~~Ability to comprehend and interpret a variety of documents including lab reports; Wisconsin Department of Natural Resources (WDNR) and Wisconsin Public Service Commission (WPSC) reports, rules, and regulations; time sheets; well readings; continuing property records for hydrants, valves, services, and meter; inventory records, reservoir and tower level charts; operational maintenance manuals; training manuals; state statutes and local ordinances; policy and procedure manuals; etc.~~
- ~~Ability to comprehend, analyze, and interpret water main plans and specifications, engineering drawings, and as-built diagrams.~~
- ~~Ability to prepare a variety of documents including WDNR and WPSC reports, purchase orders, time sheets, annual reports, meter reports, training reports, vehicle maintenance reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.~~
- ~~Ability to record and deliver information, explain procedures, and follow instructions.~~
- ~~Ability to use and interpret civil and hydraulic engineering, mechanical terminology, and basic chemistry and biology~~

Water System Supervisor

terminology.

- Ability to communicate effectively with Utility management and personnel, other City departments, law enforcement personnel, sales representatives, contractors, engineering consultants, insurance company representatives, and others verbally and in writing. Ability to perform mid-level data analysis, including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to provide first line supervision.
- Ability to create consensus and collaboration persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Ability to classify, compute, and tabulate data and information, following a prescribed plan requiring the exercise of significant individual judgement judgment. Ability to compare, count, differentiate, measure, and sort information, as well as assemble, copy, record, and transcribe data and information.
- Ability to comprehend and interpret utilize a variety of documents advisory data and information, such as work orders; utility maps and diagrams; construction specifications; including maintenance records, blueprints; lab records and reports; operations reports, facilities operation and maintenance manuals; engineering reports; technical operating manuals; city 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; State of Wisconsin legal statutes; and safety rules and manuals. training manuals, State statutes and other regulations, permit requirements, etc.
- 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 complex requests.
- Ability to communicate in writing and orally with customers, department and all levels of City personnel, plumbers, developers, engineers, contractors, regulatory agencies, and the general public.
- Ability to prepare letters, statements, notices, memos, narrative and statistical reports, and other correspondence using prescribed formats according to accepted rules of punctuation, grammar, and style.

Supervisory Skills

- Ability to assign, supervise, and review, develop, assess, and implement recommendations to improve the work of others.
- Ability to make recommendations regarding the selection, training, discipline, advancement, and discharge of employees.
- Ability to assist in the preparation of meaningful performance reviews, and participate in the delivery of such review.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals and percents; interpret and develop make use of the principles of basic algebra, geometry, and descriptive statistics reports; and may require the ability to perform mathematical operations with fractions and algebra.

Judgement Judgment and Situational Reasoning Ability

- Ability to carry out directives without direct supervision. Ability to exercise independent judgement judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to apply principles of influence systems, such as supervising, managing, leading, teaching, directing, planning, coordinating, disciplining, and controlling.

Water System Supervisor

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- ~~Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling.~~
- ~~Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.~~
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria, and involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

- ~~Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as forklift, backhoe, roller, compression tools, meters, dump truck, end loaders, sewer jet machine, meter test bench, air hammers, blacktop rollers, compactors, concrete saws, hand and power tools, generators, portable pumps, chemical pumps, mowers, freezing/ and thawing machines, voltmeter, locators, jacks, shovels, picks, axes, snow plows and blowers, etc. and other equipment requiring monitoring multiple conditions and making multiple, complex, and rapid adjustments.~~
- Ability to repair complex equipment and machinery.
- ~~Ability to operate a variety of water utility testing, metering, and maintenance equipment.~~
- ~~Ability to operate a variety of office equipment including personal computing devices, telephone, etc.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements involved in the operation and repair of water distribution equipment.
- Ability to exert regular and sustained heavy physical effort in ~~moderate to very~~ heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, or crawling, as well as lifting, ~~and~~ carrying, pushing shoveling and digging, and pulling heavy objects and materials in excess of over 100 pounds.
- ~~Ability to recognize and identify degrees of similarities and/or differences between characteristics of color, shape, sound, taste, texture, and odor associated with job-related objects, materials, and ingredient tasks.~~
- Ability to meet all physical requirements of the Stoughton Utilities Advanced Certified Operator position description.

Supervisory Skills

- ~~Ability to assign, supervise, and review the work of others.~~
- ~~Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.~~

Environmental Adaptability

- Ability to work effectively in an office environment, as well as ~~at utility construction sites in the field~~ under ~~moderately unsafe and~~ uncomfortable and potentially unsafe conditions ~~where that require~~ exposure to severe environmental factors, such as temperature variations, high winds, rain and snow, odors, toxic agents, noise, vibrations, wetness, dusts, ~~disease~~, machinery, explosives, gas, vehicular traffic, and high voltage electrical currents. This exposure -may cause discomfort ~~where there is and presents~~ a risk of injury or death.

Water System Supervisor

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date



600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Brian R. Hoops
Stoughton Utilities Assistant Director

Subject: Invitation to Attend the WPPI Energy Annual Meeting

The 2022 WPPI Energy Annual Meeting will be held on Thursday, September 15, 2022 at the Madison Marriott West in Middleton Wisconsin.

The annual meeting program will begin at 8:45 a.m., with a breakfast buffet provided beforehand. Lunch will also be provided during the day's program. An evening reception and dinner is also being provided.

If you are interested in attending the WPPI Energy Annual Meeting, you can register online at wppienergy.org/annualmeeting, or you can inform Stoughton Utilities staff and they will take care of your registration. Please register by Wednesday, August 31. Stoughton Utilities will reimburse mileage expenses for your travel to and from the meeting upon request, and carpooling options may be available.

Please let staff know if you plan to attend. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law.

WE POWER ON

WPPI ENERGY ANNUAL MEETING

SEPTEMBER 15, 2022 • PROGRAM

SEPTEMBER 16, 2022 • BOARD OF DIRECTORS

MADISON MARRIOTT WEST • 1313 JOHN Q HAMMONS DR. MIDDLETON, WIS.

As the energy industry continues to transform, and technologies and customer expectations evolve, WPPI Energy members power on with the shared strength and resolve to help their communities thrive.

Together, the WPPI membership is well positioned with reliable, competitive, responsible power; an effective voice for energy policy advocacy; and the forward-thinking services that all locally owned utilities will need for continued success.

Please join your fellow members for this fall event where we will reflect on what the members have accomplished through joint action in the past year and look to the future as our unity of purpose remains as strong as ever.

MEETING PREVIEW

We are still putting the final touches on a great program for the day. Stay tuned for more details in the coming weeks!

PUBLIC POWER'S CHALLENGES AND OPPORTUNITIES



Joy Ditto
President & CEO
American Public
Power Association

REMARKS FROM THE CHAIR



Jim Stawicki
Chair, WPPI Board of Directors
General Manager
Sturgeon Bay Utilities

STATE OF WPPI ENERGY IN 2022



Mike Peters
President & CEO
WPPI Energy



WPPI AWARDS PROGRAM

Awards will be presented to deserving public power utility and community leaders.

PRE-MEETING EVENTS

WEDNESDAY, SEPTEMBER 14

Fifth Annual Public Power Open

Join friends and colleagues for a just-for-fun, scramble-style golf event. WPPI will coordinate foursomes for those interested in playing at the Meadows of Six Mile Creek in Waunakee, Wis. Shotgun start will begin at 9 a.m. The cost is \$50 per player and includes 18 holes, greens fees and cart. Lunch will be provided.

Hosted Reception

Gather for refreshments in the Madison Marriott West's Atrium any time between 5:30 p.m. and 8 p.m. Dinner will be available from 6 p.m. – 7 p.m.

AGENDA

THURSDAY, SEPTEMBER 15

7:30 a.m. **Breakfast**

8:45 a.m. **Program**

Noon **Lunch**

1:00 p.m. **Program**

3:30 p.m. **Presentation of WPPI Awards**

4:00 p.m. **Conclude**

5:00 p.m. **Reception and Dinner**

7:00 p.m. **Entertainment and Celebration**

Join your colleagues for a casual evening of networking and fun where we will be honoring the Joint Action Leadership Certification Class of 2022 with a graduation-style celebration. The evening's entertainment will be an array of simple "Minute to Win It" games where anyone can try their luck and have a chance to win some prizes.

FRIDAY, SEPTEMBER 16

7:00 a.m. **Breakfast**

8:00 a.m. **WPPI Board of Directors Meeting**

This is a half-day business meeting. Snacks will be offered at the break.



REGISTRATION:

wppienergy.org/annualmeeting

Please respond by Wednesday, August 31.

CONTACT:

Kayla Pierce, Program

608-834-4587 • kpierce@wppienergy.org

Kay Schaub, Accommodations

608-834-4538 • kschaub@wppienergy.org

Vicki Hewitt, Board Meeting

608-834-4573 • vhewitt@wppienergy.org

ACCOMMODATIONS:

Madison Marriott West

1313 John Q Hammons Drive

Middleton, WI 53562

Call 608-831-2000 to make a reservation and mention the WPPI Annual Meeting room block.

Or visit the custom link provided here:

<https://bit.ly/3PM1Fqk>

The rate of \$149 expires on Friday August 19.

SCHOLARSHIP OPPORTUNITY

WPPI will provide one hotel accommodation scholarship per member for an elected or appointed public official attending the annual meeting. If applicable, decide locally which official will use the scholarship and indicate this in the registration process.



600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

Date: August 11, 2022

To: Stoughton Utilities Committee

From: Jill M. Weiss, P.E.
Stoughton Utilities Director

Subject: Utilities Committee Future Agenda Item(s)

This item appears on all agendas of Committees of the City of Stoughton.