

Village of Sussex Position Description

Position Title:	Water Operator	Department:	Public Works
Revision Date:	March 30, 2026	Pay Grade:	6 FLSA: NE
Staff to Committee(s):	None	Reports To:	Utility Foreman

Job Summary

Responsible for the provision of excellent customer service while completing work primarily in the water utility and assisting as needed in streets, stormwater, wastewater and the park system.

Essential Duties & Responsibilities

Including, but not limited to:

- Position performs all work within the streets, stormwater utility, water utility, wastewater utility, and assists in the park system as needed; however, the majority of work is focused on the Water Utility.
- The position's primary focus is in the Water Division, which includes maintenance and operation of the Water Utility including maintenance and operation of wells, pump stations, vehicles, equipment, machinery, and all water infrastructure. Locates utilities in the field, assists the public with questions above the water utility, installs and reads water meters.
- The position specifically plows snow.
- This position also assists with the maintenance and operation of the Sewer Utility including maintenance and operation of the Sussex Regional Wastewater Treatment Facility, collection system, lift stations, equipment, and machinery. The position also performs lab work, works on motor control, electrical controls, pumps, and maintains the sanitary sewer infrastructure, while assisting the public with calls for service.
- This position also assists in the Streets Division where the primary responsibilities relate to the maintenance of the roadways, sidewalks, stormwater facilities, public buildings, parks, and machinery of public works and parks division as needed. These responsibilities include maintaining both the infrastructure and equipment in the above-listed service areas. The position also assists with other tasks, such as special event set-up, etc.
- Other duties as assigned by supervisors.

Minimum Requirements

- High School Diploma or equivalent.
- Must have a valid Driver's License with a minimum Class B CDL with airbrakes, or the ability to obtain within 6 months.
- Certified as a Water Operator for the Village Utility System as determined by Public Works Director/Engineer is preferred.

- Must be available for emergency situations and must live within 45 minutes of the Village of Sussex for reporting to off-hour calls, on-call duty, and emergency situations.

Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. There are several specialized programs including G.I.S., and Utility operation programs the employee must be able to use. Must be able to operate and have a working knowledge in trucks, snowplows, power tools, heavy and light equipment, pumps, motors, and public works equipment. Knowledge of building maintenance is valuable. Should be a member of the professional organization(s) and attend continuing education courses relative to the position.

Physical Demands of the Position

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

25% of the time is spent lifting and bending.

25% of the time is spent kneeling, crouching, bending, climbing, and twisting.

10% of the time is spent with heavy lifting, carrying, twisting, bending, and crouching.

Must perform manual tasks requiring average physical strength and be able to lift 80 pounds to chest height.

Environmental Conditions

65% of the time is spent outside, regularly in extreme elements (heat, cold, etc.).

20% of the time is spent inside in an office setting or in a vehicle.

15% of the time is spent in confined spaces with noise, moisture, gas, electrical hazards, dust, and vibrations, etc.