

**Process Control Technician/Operator – Heart of the Valley Metropolitan  
Sewerage District  
Kaukauna, WI**

The Heart of the Valley Metropolitan Sewerage District is seeking a fulltime Process Control Technician/Operator. The Process Control Technician (PCT) position is responsible for diverse duties of a semi-skilled and technical nature to monitor, adjust, and maintain the liquid and solids processes to produce NPDES permit compliant effluent. The PCT performs physical rounds of the facility and observes and evaluates the plant processes and equipment functions to make timely adjustments to optimize facility operations. In addition to operations, the PCT completes preventative maintenance work orders and widely varied duties including: sample collection, cleaning, painting, and groundskeeping duties at the treatment facility as well as the member community meter and sampling stations.

Must possess and maintain an Advanced Wisconsin Wastewater Operator Certification, or ability to acquire through the WDNR within 5 years. Must also possess and maintain a valid Driver's License.

The Heart of the Valley MSD offers an excellent benefit package.

Hours are Monday – Friday 6:30 AM – 3:00 PM; and every 3<sup>rd</sup> weekend

Starting pay is \$27.29 if certified and \$25.46 if uncertified.

A complete job description can be found online at [www.hvmsd.org](http://www.hvmsd.org)

Send resume and cover letter by Friday, February 3, 2023 to:

Kevin Skogman  
Director of Operations & Maintenance  
801 Thilmany Road  
Kaukauna, WI 54130  
(920) 766-5731

OR by email: [kevin.skogman@hvmsd.org](mailto:kevin.skogman@hvmsd.org)

Heart of the Valley Metropolitan Sewerage District  
Job Description

**CLASSIFICATION:** PROCESS CONTROL TECHNICIAN

**STATUS:** Full Time Non-Exempt

**SUPERVISORY RELATIONSHIPS:** None

**REPORTS TO:** Director of Operations & Maintenance

**WORK WEEK/HOURS:** Monday – Friday; 6:30 AM – 3:00 PM  
Every 3<sup>rd</sup> weekend; 6:30 AM – 2:30 PM

**DEFINITION AND PURPOSE:**

The Process Control Technician (PCT) position is responsible for diverse duties of a semi-skilled and technical nature to monitor, adjust, and maintain the liquid and solids processes to produce NPDES permit compliant effluent. The PCT performs physical rounds of the facility and observes and evaluates the plant processes and equipment functions to make timely adjustments to optimize facility operations. In addition to operations, the PCT completes preventative maintenance work orders and widely varied duties including: sample collection, cleaning, painting, and groundskeeping duties at the treatment facility as well as the member community meter and sampling stations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates all phases of the treatment facility, either via SCADA control or manually as operations and maintenance circumstances require
- Utilizes knowledge of the treatment processes to perform recurring tasks independently and takes corrective action when atypical or unanticipated issues are discovered
- Read meters, gauges, charts, test results, SCADA computer screens and interprets information to determine if, or when, process changes or equipment adjustments are necessary
- Participates in the “On Duty” rotation and remains available and responds to alarm call outs during unstaffed hours. Works weekends and Holidays based on a rotating schedule that coincides with employees scheduled week “On duty” (every 3<sup>rd</sup> weekend)
- Collects grab and composite samples and flow meter readings from the offsite metering stations
- Confers with Director of O & M and plant staff on the treatment process, current operating parameters, task priorities and progress, and equipment problems
- Follows established laboratory procedures and performs routine lab testing and analysis on influent/effluent and meter station samples used for NPDES reporting and member community monitoring
- Completes routine TEAMS generated maintenance work orders
- Responds and reports when called upon for high flow events, emergency equipment repairs or unusual plant problems, which includes nights, weekends, or holidays

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**OTHER DUTIES**

- Performs building and groundskeeping duties including: trimming and mowing lawn, snow shoveling, blowing and snow plowing, and cleaning, painting and upkeep of District buildings and meter stations
- Trains seasonal/intern student in work duties and plant processes
- Assists maintenance staff with plant projects, corrective repairs, and equipment replacements/installs
- Performs other utility related duties as assigned

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge in the theory, principles, equipment, and practices used in the treatment of wastewater. Must have knowledge of the occupational hazards and standard safe work practices associated with a modern wastewater treatment facility and collection system/interceptor. Individual must work effectively individually as well as within a group on larger projects. Must possess the ability to listen, reason, exercise sound judgement and decision making, and communicate effectively. PCT must perform all work activities safely and adhere to the safety programs developed for HOVMSD.

**MINIMUM POSITION QUALIFICATIONS**

**Education:** High school diploma along with an Associate degree in Water Pollution Control, Water Chemistry, Wastewater Treatment or similar. Applicant may also qualify with a combination of relevant work experience, coursework, or military service that provides equivalent knowledge and abilities to perform the essential duties of this position.

**Experience:** Previous work experience working in a wastewater utility is desirable.

**Certifications/Licenses:**

- Possession of Advanced Wisconsin Wastewater Operator Certification with Subclasses A1, B, C, P, D, and L within 5 years of hire.
- Valid driver's license.

**PHYSICAL DEMANDS**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Position requires good hand-eye coordination and manual dexterity necessary for use of hand and power tools, utilizing HMI touch screens, SCADA computers, and operating motorized equipment.

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**Physical Effort:** A great deal of walking is required to physically inspect equipment and the facility including ascending and descending ladders and climbing up and down stairways of three to five levels. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. The individual must regularly lift and/or move up to 50 pounds.

**Environmental:** The individual must be able to withstand all environmental conditions within reason. Normal operational and preventative maintenance tasks will demand exposure to the elements at any time and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, excessive noise, vibration, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical shock situations, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. Heart of the Valley Metropolitan Sewerage District retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgement

This job description is not a contract for employment.

Updated 6/2019