



Department of Employee Relations

Cavalier Johnson
Mayor

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Director

Molly King
Employee Benefits Director

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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: January 28, 2025

Department of Public Works – Water Works

Requested	Recommended
(One New Underfill Title)	Water Treatment Plant Operator Trainee PR 2FN (\$51,250 - \$71,754) Recruitment Rate: \$61,409 (One New Underfill Title)

Background and Description

The Milwaukee Water Works (MWW) has requested the creation of one new underfill title for the Water Treatment Plant Operator job series. A new job description was provided, and discussions were held with Jane E. T. Islo, Water Works Administration Manager.

The basic function of this new underfill title is to be trained under the direction of Water Treatment Plant Operators to prepare for promotion to Water Treatment Plant Operator I and eventual certification in one of five desk assignments; and to assist with the operation of a convention surface water treatment plant, water distribution system, pumping stations, storage facilities and other system infrastructure, and operation of the chemical feed systems. Duties and responsibilities include:

70% Plant Operations

- Participate in training to understand and execute the water treatment process at both water plants; learn the water distribution system requirements and operator parameters.
- Attend safety training to comply with the MWW’s Safety Program including training regarding confined space, lockout/tagout (LOTO), chemical hazardous materials, Global Harmonized System (GHS), and personal protective equipment (PPE).
- Assist Water Treatment Plant Operators with monitoring, reviewing, and analyzing Supervisory Control and Data Acquisition (SCADA) to remotely manipulate the chemical feed systems, filter operations, and/or the water distribution system.
- Conduct routine process or system changes and operate, troubleshoot, and maintain a wide variety of chemical feed systems, centrifugal pumps, and ancillary equipment under supervision of the Operator in Charge (OIC).
- Perform visual and physical checks of pumps, motors, chemical feed systems, and monitoring instrumentation; report and document results.

- Conduct LOTO operations on industrial size centrifugal pumps, large capacity valves and gates, ozone generators, and ancillary equipment.
- Locally operate valves, pumps, instruments, and other equipment to maintain operations with guidance from OIC.
- Conduct various tasks involving manual labor including basin flushing and filter maintenance.
- Work as part of a confined space crew.
- Use phones, radios, and computers to communicate and log activities.
- Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, automated external defibrillators (AED), emergency lighting, hazardous material (hazmat) storage, safety showers, eyewash stations, and motor vehicles.
- Perform minor preventative maintenance and routine plant upkeep.

15% Pumping and Storage Facility Operations

- Assist with inspection of machinery and facilities across the pumping districts of the water distribution system.
- Perform minor facility and equipment maintenance.
- Perform sampling and minor chemical testing at booster stations.
- Assist with installation and removal of various equipment at booster stations.
- Identify and report problems using the computerized maintenance management system (CMMS).

10% Water Laboratory Analysis

- Learn and become proficient at the operator-required laboratory testing skills.
- Perform temperature, turbidity, chlorine, and/or other water quality analyses.

5% Other Duties

- Perform other duties as assigned.

Minimum requirements include an associate degree in engineering, chemistry, biology, conservation, environmental science, environmental health, water quality technology, or other related field; or two years of experience operating or maintaining drinking water, wastewater, or beverage processing treatment plant facilities performing duties closely related to this classification. Equivalent combinations of education may be considered.

Analysis and Recommendation

The Water Treatment Plant Operator job series was recently studied in September of 2023 and the current series is as follows.

Title	Pay Range	Rates
Water Treatment Plant Lead Operator	2MN	\$80,098 - \$112,137 Recruitment Rate: \$102,266
Water Treatment Plant Operator 4	2LN	\$75,162 - \$105,223 Recruitment Rate: \$92,969

Water Treatment Plant Operator 3	2KN	\$70,501 - \$98,704 Recruitment Rate: \$89,552 FN: Employees assigned as Operator in Charge to be paid an additional 7%
Water Treatment Plant Operator 2	2JN	\$66,154 - \$92,612 Recruitment Rate: \$84,826 FN: Employees assigned as Operator in Charge to be paid an additional 7%
Water Treatment Plant Operator 1	2HN	\$58,223 - \$81,507 Recruitment Rate \$72,270

To assist with recruitment and to provide an opportunity to hire individuals who have just graduated with an associate degree or have two years of experience, the department has requested the creation of a new underfill title of "Water Treatment Plant Operator Trainee". The requirements for this position would include an associate degree or two years of related experience as listed above. It is expected that an individual hired into this position would work for two years and then be eligible to advance to the next level in the job series at "Water Treatment Plant Operator I" in Pay Range 2HN (\$58,223 - \$81,507) with a recruitment rate of \$72,270.

Prior to 2023, the department was able to hire individuals with an associate degree, or equivalent experience, into the classification of "Water Treatment Plant Operator" in Pay Range 2EN. Over the years, several employees were hired after receiving an associate degree from the Milwaukee Area Technical College (MATC) or other educational institutions.

In July of 2023, a large market study was conducted of skilled craft, service, and maintenance positions. The classification of "Water Treatment Plant Operator" was reallocated to Pay Range 2FN (\$50,245 - \$70,347) with a recruitment rate of \$60,205 (2023 Rates). Two months later the classifications of "Senior Water Treatment Plant Operator" and "Water Treatment Plant Operator" were reviewed again in a more specific study and the above job series, with new titles, was recommended and approved.

The minimum requirements for the current entry level position of "Water Treatment Plant Operator I" is a bachelor's degree in engineering, chemistry, biology, conservation, environmental science, or closely related field from an accredited college or university; or an associate degree in the aforementioned fields from an accredited college and two years of experience operating or maintaining drinking water, wastewater, or beverage processing treatment plant facilities, performing duties closely related to this position.


To again provide the option of hiring individuals with an associate degree, or equivalent experience, we recommend creating the underfill title of "Water Treatment Plant Operator Trainee" in Pay Range 2FN (\$51,250 - \$71,754) with a recruitment rate of \$61,409.

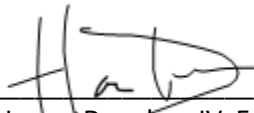
Action Required – Effective Pay Period 6, 2025

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: *Sarah Trotter*

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Reviewed by: 
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Harper Donahue IV, Employee Relations Director