

JOB DESCRIPTION

DEPARTMENT: Water Production

JOB TITLE: Night Shift Utility Operator

General Duties:

Performs under general supervision of the Water Department Foreman all duties relating to the operation, monitoring and routine maintenance of the equipment and machinery of the water plant. Works in harmony and understanding of the profession to create the team required for accident free work completion.

Specific Duties:

Night Shift Operator Hours 3:00pm – 11:00pm – Thursday, Friday, Saturday, Sunday, Monday

- This position is required to work holidays if the holiday occurs during the regularly scheduled shift.
- Monitors the operation of the Carlyle water plant; maintains and controls distribution of the drinking water to the community. Ensures that the water treatment process is executed efficiently and effectively during the course of the shift.
- Maintains accurate records of water distribution, performs routine tests to determine water quality and treatments required.
- Performs general maintenance at the water plant. Stocks chemicals for water treatment, clears intake screens, performs backwash operations, changes chlorine bottles, stocks chemicals and other materials. Assists with construction and repairs on equipment, machinery and other plant facilities.
- Performs other duties as required or assigned which are reasonably within the scope of the city water department.
- Attends professional development courses related to the job classification for the purpose of obtaining knowledge and training on current work practices, technological developments and state of the art tools and equipment.
- Receives on the job training in the operation and maintenance of the water plant.

- Performs the duties of housekeeping and cleaning of facilities, latrines, shop areas, break room, office equipment cleaning, floors, windows, work benches, paint storage, chemical storage and parts storage.
- Cleans and paints equipment and facilities to enhance the appearance and maintenance standards.

Assists other city departments and personnel with general maintenance tasks whenever it is determined necessary by water plant foreman.

Responsibilities:

- Responsible for working independently and efficiently following established practices and procedures.
- Responsible for learning and maintaining the ability to operate the complex water plant equipment.
- Responsible to act skillfully in identifying and correcting operational problems and to respond to emergency situations.
- Responsible for learning the operation of water plant equipment and the processes involved in the purification and distribution of water to city residents.
- Responsible for preparing and recording accurate readings and data in logbooks and operating records, e.g. water plant operating logs, meter reading logs, maintenance records, service orders, training records and supplies requests.
- Responsible for personal initiative to learn individual job tasks and continue to broaden knowledge levels by willingly accepting and attending technical training classes relating to the classification.
- Responsible to demonstrate satisfactory work performance and willingness to improve methods of work accomplishments.
- Responsible for practicing job safety, abiding by published safety rules and reporting unsafe conditions to management for correction.
- Responsible for making call-outs of employees in response to emergency utility service requirements.

- Responsible for maintaining good housekeeping standards in all work areas, shop areas, offices, latrines, closets; as well as cutting grass and keeping the outside of the facilities in top appearance and condition.

Education Requirements:

Must possess a High School diploma or GED.

Must possess a Class A IEPA water license or obtain one within four years.

Experience Requirements:

Requires demonstration of previous experience monitoring and operating a water plant and purifications procedures.

Requires a working level knowledge of electrical principles and theory.

Requires an elementary ability to troubleshoot electrical control circuits and make minor repairs.

Requires possession of a valid Illinois vehicle operator's license in the appropriate classification required by law.

Requires ability to work alone on projects requiring only one person.

Special Requirements:

Requires willingness to work in all kinds of weather conditions, to work alone, to make decisions concerning maintenance, repairs and record keeping.

Able to withstand hard work and physical labor on a continuous basis.

Must be physically well and can provide a doctors certification of physical capabilities to perform the prescribed duties outlined in this job description. Re-certification of individual's physical capabilities may be required by the employer if it is deemed necessary to verify the individual's work capabilities.

Must be able to pass a drug test.

Must be able to lift tools, tools boxes, materials, and parts alone weighing up to 100 pounds.

Physically able to squat, bend, lay, stand, sit, and work in tight places with little or no clearances.

Must be able to attend classes for water license & credit hours.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

Employee Signature

Date