
CARLYLE BARGAINING UNIT EMPLOYEES:

The City of Carlyle is accepting applications for the following full-time position:

Swing Shift Utility Operator

Performs under general supervision of the Water Department Foreman all duties relating to the operation, monitoring and routine maintenance of the facilities, 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. Job description is attached to this opening.

Applications can be printed from the City's website or picked up at Carlyle City Hall between the hours of 8:00am and 4:30pm Monday-Friday. Applications must be submitted to Carlyle City Hall, 850 Franklin Street, Carlyle, IL 62231 by **4:30pm on June 20th, 2025.**

Job Classification	Department	Wages 10/1/2023	
Swing Shift Utility Operator	Water/Sewer	Utility Operator	\$24.18 - \$30.23

The hours for this position are 3 pm – 11 pm Thursday thru Monday.

Employees working 3:00 p.m. to 11 :00 p.m. shall receive an additional thirty-five cents (\$0.35) per hour above the respective job classification wage rate. Employees working 11 :00 p.m. to 7:00 a.m. shall receive an additional forty cents (\$0.40) per hour above the respective job classification wage rate.

The City of Carlyle is an Equal Opportunity Employer: EOE

New Employees, part-time Employees becoming full-time Employees, or temporary Employees becoming full-time Employees shall be employed as a full-time Employee on a probationary basis for the first (1st) twelve (12) months of employment. During the probationary period of twelve (12) months, Employee or Employer may terminate the employment relationship for any reason without any recourse under this Agreement, and, in particular, without resort to the grievance procedure or binding arbitration. Probationary Employees' wages will be eighty percent (80%) of the full scale of that classification. These Employees will be raised to the top of their classification as follows: YR 1 80%; YR 2 90%; YR 3 100%.

If you want to apply for this position, please sign and date on the lines below:

NAME: _____ DATE: _____

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 facilities, 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 3:00 pm – 11:00 pm Thursday thru 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 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 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 maintain and 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, city administrator or mayor.

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 for skillfully identifying and correcting operational problems and to respond and mitigate 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 and maintaining job safety. Abide 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 work experience monitoring and operating a water plant and purifications procedures.

Requires a demonstrated 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.

Special Requirements:

Requires willingness to work in all kinds of weather conditions, to work alone on projects requiring only one person, 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 random drug tests.

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

Must be 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.

Additional Physical Requirements:

- Must be able to climb up various flights of stairs up to 25 feet multiple times a day.
- Must be able to handle manipulate full cylinders that are 250 lbs. and 55-gallon drums that weigh up to 600 lbs. onto a dolly down ramps, and through the water plant and placed into position.
- Must be able to repeatedly lift and empty 50lb bags of chemicals and or buckets at least at least 5ft feet high.
- Must be able to climb and work from ladders of various heights.
- Must be able to climb into and out of filter units for cleaning and maintenance.

Acknowledgement of duties and requirements of this position:

The undersigned acknowledges receipt of the job description and fully understands the duties and responsibilities associated with this position. I certify that I am physically and mentally able to perform all duties and requirements. I also understand that failure to perform these duties and requirements could result in my termination.

Employee Signature

Date