

JOB DESCRIPTION

DEPARTMENT: Water/Sewer Dept.

JOB TITLE: Water Technician & Relief Plant Operator

General Duties:

Performs under the supervision of the Foreman of Water and Wastewater. Directs the production and treatment of water in compliance with all established standards and regulations. Performs a variety of duties in the operation and maintenance of the water production and distribution, wastewater collection and treatment. Performs daily maintenance activities to ensure optimal operating efficiency of the water and wastewater systems. Performs temporary work assignments as required in other city departments.

Specific Duties:

- Will be used as a relief “water plant” operator to fill in for operators on vacation, out due to sickness or any other shortage circumstances (will be pulled off the day shift and will be required to work nights, weekends, holidays, or any time a relief operator is needed) with little or no notice.
- Performs installation and maintenance work on all components of the city water and wastewater systems.
- Troubleshoots and repairs pumps for booster station, water plant, lift stations, intake and lagoons.
- Performs general maintenance on department equipment, machinery, control devices, measuring equipment and instruments.
- Troubleshoots, repairs, removes, and installs lagoon aerators. Repairs or replaces gauges, chart recorders, and makes minor electrical repairs to control panels in the water plant and wastewater lift stations.
- Takes samples of raw water, treated water, and wastewater. Performs applicable testing of each and records results in the computer files and as required for IEPA reporting.
- Complies and maintains all required records and reports concerning water and wastewater processed, including lab results, pumping rates, equipment repairs, maintenance performed and daily activity logs.
- Operates personal computer for data entry and documentation of all water plant operations and maintenance requirements.
- Monitors the water plant production and wastewater treatment process in accordance with all applicable laws, ordinances, and IEPA Regulations.

- Makes repairs on pressurized water main breaks without closing off the water supply. Replaces valves, fire hydrants, installs new lines, makes water taps to customers, flushes fire hydrants, locates water and sewer lines, and performs maintenance on water towers and telemetry systems.
- Performs maintenance and periodic testing of the fire protection pumps and control system in the north Industrial Park.
- Shift: Monday – Friday 7:00 a.m. to 3:30 p.m. Responds 24 hours, 7 days a week to emergency callouts.
- Responds 24 hours a day, 7 days a week to emergency callouts relating to storm damage, customer complaints of water/sewer service, water breaks, and lift station problems. Locates and isolates the problem, decides on appropriate actions and makes repairs and/or calls for assistance.
- Identifies and reports necessary maintenance and repair requirements within the scope of the job classification.
- Identifies and recommends the purchase of supplies and materials used in the maintenance activities of the water plant, distribution system, and wastewater system.
- Performs inventory of supplies and materials and keeps a current listing of all items.
- Attends professional development courses relates 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.
- Attends all safety training meetings by IMUA (when possible).
- Reads customer water meters, performs connects/disconnects and service orders concerning customer requests as presented from City Hall.
- Performs the duties of housekeeping and cleaning of the facilities and shop areas.
- Cleans and paints equipment and facilities to enhance the appearance and maintenance standards.
- Assists other city departments and personnel with general maintenance tacks whenever it is deemed necessary.
- Performs other duties as required and assigned which are reasonable within the scope of the city departments.

Responsibilities:

- Responsible for working independently and efficiently following established standards, practices, and procedures.
- Responsible for acting alone and making decisions concerning the proper operation of equipment and for making repairs and performing maintenance in the line of assigned duties.
- Responsible to act skillfully in identifying and correcting maintenance problems and to respond to emergency situations 24 hours a day, 7 days a week.
- Responsible for following verbal and written instructions, directions, and procedures. Requires ability to communicate effectively both orally and in writing.
- Responsible for learning the proper operating procedure, functions, and capabilities of each piece of equipment, machinery, and hand tools.
- Responsible for personal initiative to learn individual job tasks and to attend technical training classes related to the job classification.
- Responsible to demonstrate satisfactory work performance and willingness to improve methods of work.
- Responsible for promoting work harmony, works with other employees with complete determination and support to accomplish the job as a team effort. Maintains a positive attitude that promotes professional development of other employees as well as yourself.
- Responsible for practicing job safety, abiding by published safety rules and reporting unsafe conditions or accidents to management.
- Responsible for overall demonstrated performance of the duties outlines commensurate with the rate of pay for this job classification.

Education Requirements:

- Must possess a High School diploma or GED.
- Possesses a “Class A” IEPA Water Treatment operators Certification or be able to obtain a “Class A” Certification within four years.
- Possesses a “Class 4” Wastewater Operators Certificate or would be willing to obtain a “Class 4” certificate within four years.
- Must obtain a Pesticide Spraying License for general standards and right-of-way. Sewer root & aquatics licenses are also preferred.
- Must obtain an Illinois Commercial Driver License (CDL) license within four months of hire.

Experience Requirements:

- Requires experience in water plant operations and/or wastewater system maintenance including experience in water distribution and sewer main maintenance.
- Requires knowledge of IEPA laboratory testing requirements for raw water, treated water, and wastewater.
- Requires a working knowledge of the general construction of the city water distribution, as well as the water plant production facility, and wastewater systems.
- Requires ability to properly identify, select, and use all materials and supplies required to accomplish high quality repairs of the water and wastewater systems.
- 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, 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 doctor's certification of physical capabilities to perform the prescribed duties outlined in this job descriptions. 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 pre-employment drug/alcohol test and background test. This position is designated as a safety-sensitive position and is subject to pre-employment and random selection drug/alcohol testing.
- Must be able to lift tools, tool 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.
- The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

Employee Signature

Date