

JOB DESCRIPTION

DEPARTMENT: Water/Sewer

JOB TITLE: Maintenance Worker II

General Duties:

Performs under the supervision of the Water Distribution/Sewer Foreman. Executes a variety of duties in the operation and maintenance of the water plant, water distribution system, lagoons and sewer collection system. Performs daily maintenance activities to ensure optimal operating efficiency of the City's Water and Sewer Department operations. Works in harmony and understanding of the profession to create the teamwork required for accident-free work completion. Performs temporary work assignments as required in other City departments. Promotes a positive public service image and working relations to the general public while on duty and off duty.

Specific Duties: - Shift 7:00am – 3:30 pm.

- Performs installation and maintenance work on all components of the City's water plant, water distribution system, lagoons, and sewer collection system.
- Troubleshoots and repairs electric and engine driven booster pumps for lagoons, water plant, sewer lift stations, water distribution, and storage tanks/towers and the City swimming pool.
- Performs general maintenance on Department's 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 lagoon treatment facilities.
- Compiles 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.
- Makes repairs on pressured water breaks without closing off water supply. Replaces valves, fire hydrants, installs new water and sewer lines and makes water taps to new customers, flushes fire hydrants, locates water and sewer mains and performs maintenance on water towers and telemetry control systems.
- Performs maintenance and periodic testing of the fire pump and control system in the north Industrial Park.

- Take the necessary actions to notify the general public when a "Boil Order" is issued, due to water breaks or other possible contamination reasons.
- Responds 24 hours a day, 7 days a week to emergency callouts, or maintains availability for projects ongoing after end of regularly scheduled shift, relating to storm damage, customer complaints of water and sewer services, water breaks and leaks, sewer back-ups, lift station problems, water distribution problems. Locates and isolates problems, decides on appropriate actions and makes repairs and calls for assistance if needed.
- Identifies and reports necessary maintenance and repair requirements within the scope of this job classification.
- Identifies and recommends the purchase of supplies and materials used in the maintenance activities of the water and sewer system. Performs inventory of supplies and materials and keeps a current listing of all items available.
- Attends professional development courses related to the job classification for the purpose of obtaining knowledge and training on current work practice and technological developments in the water and sewer industry.
- Performs other duties as required and assigned which are reasonable within the scope of the water and sewer departments.

Additional Duties

- Performs the duties of housekeeping and cleaning of facilities, latrines, shop areas, break rooms, offices, equipment, floors, windows, work benches, paint storage, chemical storage and parts storage.
- Reads customers water and electric meters city wide. Records meter readings in books as required by the Water and Electric Departments. Performs connect/disconnect and service orders concerning customers request as presented to City Hall.
- 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 deemed necessary.

Responsibilities:

- Responsible for working independently and efficiently following established standards, practices and procedures.
- Responsible for acting alone and making decisions concerning the proper operations of equipment and for making repairs and performing maintenance in the line of assigned duties.
- Responsible for following verbal and written instructions, directions, and procedures. Requires ability to communicate effectively both orally and in writing.
- Responsible to learn the proper operating procedures, functions, and capabilities of each piece of equipment, machinery, and hand tools.
- Responsible for personal initiative to learn individual job tasks and continue to broaden knowledge levels by willingly accepting and attending technical training classes related to the job classification and assigned duties.
- Responsible for demonstrating satisfactory work performance and willingness to improve methods of work accomplishments.
- Responsible for promoting worker 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 self.
- 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 outlined, commensurate with the rate of pay for this job classification.

Education Requirements:

- Must possess a High School diploma or GED.
- Possesses a Class C IEPA Water Operators Certificate or be able to obtain a Class C Water Operators Certificate within four years of job award. Class A IPEA Certificate is preferred.
- Must obtain a Class 4 wastewater license within four years of job award.
- Must obtain a Pesticide Spraying License for general standards and right-of-way within two years of job award. Sewer root & aquatics licenses are also preferred.
- Must obtain an Illinois Commercial Driver License (CDL) within four months.
- Must attend regular monthly safety meetings.

Experience Requirements:

- Requires one year experience in water plant operations and/or sewer systems maintenance including experience in water distribution and lagoon maintenance.
- Requires a working knowledge of the general construction of the City water and sewer system as well as the water plant and lagoon facilities.
- Requires ability to properly identify and select and use materials and supplies required to accomplish high quality repairs of the water and sewer distribution system as well as the water plant and lagoons facilities.
- 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 requirements.
- Able to withstand hard work and physical labor on a continual basis.
- Must be physically well and can provide a doctor's certification of physical capabilities to perform prescribed duties outlined in this job description. Recertification of individual's physical capabilities may be requested by the employer if it is 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.
- Able to lift tools, tool boxes, materials and parts alone weighing up to 100 pounds.
- Physically able to squat, bend, lay, stand, sit and to 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