



**City of Sandwich
POSITION DESCRIPTION**

Position Title: Water Operator
Department: Public Works
Reporting Structure: Water Superintendent
FLSA Status: hourly employee Over time eligible
Hiring Range: \$46,459 - \$62,140 DOQ

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems

SUPERVISION RECEIVED:

Works under the general supervision of the Water Superintendent

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower-level operators or maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Responsible for individual and co-workers' safety and the maintenance of a safe work environment.

Monitors the performance of all equipment, gauges and charts in the water treatment facilities and systems.

Records statistical data concerning plant operations.

Maintains, operates, repairs and replaces equipment as necessary.

Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water treatment plant.

Repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal clean water requirements.

Gathers and tests water samples for plant efficiency reports as required.

Monitors water quality and turbidity, and checks chlorine, iron and fluoride levels.

Performs quality control tests on lab equipment and lab analyses.

Evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meter and other water monitoring equipment.

Completes activity reports in a timely manner.

Available 24 hours a day for response to emergency situations, including weekends and holidays.

Effectively resolve problems or emergency situations, which arise during the completing of assigned tasks.

Ensures the proper inspection and routine maintenance of equipment and tools by cleaning and checking equipment after use, reports defects or needed repairs to department supervisor.

Determines the locations of utility for JULIE locates, such as watermains, service lines street lights, storm and sewer lines prior to any excavation.

Contacts residents and business owners in the area where services will be interrupted and explains when services will be turned back on. Examples Boil orders or main breaks,

Responds in a timely and efficient manner to all public works service requests.

Assist other public works departments with tasks as needed.

Cleans, operates, maintains, repairs, and replaces water mains and related equipment like valves, well houses, pumps, and fire hydrants.

Performs meter maintenance, in-house troubleshooting and repairs, removes and replaces meters and outside readers; reads commercial and residential, maintains and records B-box and vault locations.

Operates and maintains calibration of centrifugal pumps, high and low voltage control panels, chlorinators, gas, dry and liquid chemical feeders, filters, electric motors, and other water and wastewater pumping equipment.

Ability to operate heavy and specialized construction equipment in order to provide maintenance, upkeep and repair of the public property, roadways, equipment, buildings, grounds, and Village utilities.

Other duties as assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Maintains the drawings and schematics of electrical and other systems in the water treatment plant.

Monitors performance of electrical systems, circuits or equipment of the water treatment plant.

May assist other departments as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (B) Two (2) years of experience in a water utility, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of various water practices including, but not limited to: equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities, and water treatment and pumping operations.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to work in confined spaces; ability to work in strenuous manual labor conditions for extended periods under unfavorable climatic and working conditions; ability to lift heavy objects, ability to walk and stand for long periods of time; ability to work safely; ability to work independently and to complete daily activities according to work schedule; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, supervisors and the public.
- (D) Safely work with chemicals such as chlorine, poly phosphate and fluoride taking precautions to guard self, surrounding persons and utilities.

CERTIFICATIONS/SPECIAL REQUIREMENTS

- (A) Valid State "Class – B CDL Combination" Commercial Driver's license.
- (B) Certification as an Illinois Class B Water Treatment Plant Operator.
- (C) Submit to required Department of Transportation Drug/Alcohol Testing.
- (D) Submit to full physical exam and background check as condition of employment including the ability to use a respirator.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, backhoe, endloaders, bobcat, aerial truck, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, computer, tablet and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear, to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, high noise level in the environment. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high elevations that can exceed 25' to 30' in lift trucks, or up to 130' on top of the water towers, occasionally we required to enter into crawl spaces for meter replacement or repairs.

Interview Process:

Qualified Applicants with who qualify in terms of relevant work experience and education that best fit the needs of the City will be invited to an in-person interview. Once finalists are identified second interviews will be conducted as needed. Candidate may be required to come in for a second interview with more in-depth questions.

NOTES:

Employment Applications are available at Sandwich City Hall located at 144 E Railroad St, Sandwich, IL 60548. Applications are also available online at www.sandwich.il.us Click the tab for Government/Documents/Page3. Scroll down to Employment Application and Print. Completed applications are to be returned when completed to City Hall.

Prior to appointment, eligible candidates will be required to pass a physical, drug screen and background investigation, which will include fingerprinting.