

Village of Downs Public Works Department

Public Works Water Plant and Sewer Lift Station Operator

Reports To: Village of Downs Public Works Trustee and Village President

FLSA: Non-Exempt ("Hourly")

PAY SCALE: Hourly rate of \$15 - Market / hour depending on experience and licensing.

JOB SUMMARY

Under the general supervision of the Village of Downs Public Works Trustee, or designee, the employee in this position performs skilled tasks and duties as related to the operations of a water treatment plant and sewer lift station, on any assigned shift(s) in accordance with established procedures and standards. The work is subject to inspections and review on a regular basis to ensure that required water quality, reporting and production standards are being met.

ESSENTIAL FUNCTIONS

Note: These examples are intended only as illustrations of the various types of work performed in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for this position.

- Controls water treatment plant processes and equipment per established procedures to purify/clarify water for human consumption and industrial/commercial use and to ensure a continuous, adequate supply of potable drinking water meeting federal/state regulations.
- Collects water samples for chemical analysis; makes routine chemical tests of water samples.
- Completes all required reporting according to laws and regulations.
- Provides monthly summary report to Village Board of Trustees.
- Changes chlorine pumps, records tank volume, and checks for residual chlorine; tests chlorine system and valve operations.
- Operates water filters and maintains proper water level; back washes filters as needed; maintains proper water levels in tank and ground storage tanks.
- Performs a variety of physical and chemical testing to ensure compliance with federal and state regulations for chlorine, pH, iron, conductivity, hardness, or other components; logs test results on daily charts and log sheets.
- Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations; makes adjustments as appropriate; reports faulty equipment or problem situations; conducts periodic inventory counts of equipment, tools, chemicals, and supplies.

- Performs general cleaning/maintenance tasks necessary to keep the water plant and lift station in operable condition.
- Takes readings from water plant and lift station operations equipment, and assorted meters/gauges; maintains logs/records of test results, meter readings, chemical applications, and other data.
- Communicates via telephone to provide information and assistance; takes and relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, other departments, public safety personnel, contractors, vendors, visitors, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs miscellaneous tasks to support department operations, which may include receiving incoming phone calls packages/deliveries, unloading equipment, or delivering and faxing documents to the Health Department.
- Performs other related duties as required.
- Ability to work various shifts; including nights and weekends

Knowledge Skills and Abilities

- Ability to compile, assemble, copy, record and/or transcribe data according to a prescribed plan from standards, procedures or routines.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations. May include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations.
- Ability to communicate clearly and effectively orally and in writing.
- Ability to establish and maintain effective working relationships with departmental and Village employees, vendors and the general public.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

1. A High School diploma or state-issued GED is required. Post-secondary education or vocational training in work related fields is preferred.
2. Illinois Class A Certified Water Operators License or higher.
3. Vocational/technical training in water treatment plant operations, chemistry, biology, or bacteriology; supplemented by one (1) year previous experience and/or training involving water treatment plant operations and experience which provides the requisite knowledge, skills, and abilities for this job.

Other Requirements:

Failure to: (1) obtain and maintain all required certifications and licenses as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. Acceptable Motor Vehicle Record (MVR) must be maintained throughout employment, including a valid Illinois driver's license.
2. Pass a medical exam, and drug screening test if requested/selected at hiring or during employment.

SPECIAL REQUIREMENTS

A condition of employment is that the employee must have and maintain suitable and dependable means of communications available whereby contacts can be made by the Village of Downs Public Works Trustee and/or Village President for response to emergencies requiring expeditious corrective action.

Where an emergency impacts the Village of Downs, all employees are subject to work or return to duty as directed to ensure continuation and restoration of services, maintain safety and fulfill the Village's responsibility to its citizens.

Employee will be required to carry a cellular phone at all times.

This position requires flexible availability that may include nights, weekends, and holidays in response to after-hours emergencies.

EQUAL OPPORTUNITY EMPLOYER:

The Village of Downs is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the Village of Downs does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the Village of Downs to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The Village of Downs, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.

Physical Requirements

- Heavy lifting, 50 pounds and over
- Heavy carrying, 50 pounds and over
- Use of fingers
- Both legs required
- Walking (1-2 hours)
- Standing (3-4 hours)
- Climbing (frequent)
- Crawling (occasional)
- Kneeling (occasional)
- Vision (correction permitted)
- Hearing (aid permitted)
- Operation of crane, truck, tractor, or motor vehicle
- Ability to distinguish basic colors
- Ability to distinguish shades of colors

Working Conditions

- Outside and inside
- Excessive heat
- Excessive humidity
- Wet conditions
- Excessive noise (intermittent)

- Working around machinery with moving parts (occasional)
- Fumes, smoke, or gases (occasional)
- Acids and phosphates (occasional)
- Grease and oils (occasional)
- Working below ground
- Working on ladders or scaffolding

REVISIONS & UPDATES:

- Adopted – August 1, 2019