



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE II WATER/SEWER FLOW MGMT OPERATOR

EFFECTIVE DATE: March 1, 2023

DEPARTMENT: Public Works Water/Sewer Unit	WORK LOCATION: Public Works Center		FLSA STATUS: Non-Exempt
CLASS CODE: 6425	RANGE: 14 PW	PENSION: IMRF	UNION: Teamsters Local 700
REPORTS TO: Water Operations Supervisor	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSE/CERTIFICATES: Class B CDL with tanker endorsement required at time of application submittal. PACP & MACP Certification thru – NAASCO within 1 year of position. LACP Certification preferred but not required.	

SUMMARY:

Provides public services to the residents of Hoffman Estates by performing skilled and semi-technical tasks in troubleshooting, repair and maintenance of Village’s sanitary & storm sewer systems. Assumes lead worker responsibilities. Monitors, inspects, maintains, cleans and performs televising of the Village sewer systems utilizing equipment to flush, jet, scrub and vacuum various sized sanitary & storm sewer lines throughout the Village. Assists others and other division units in activities as assigned. Uses a wide variety of equipment and tools. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Member of crew operating sewer hydro cleaning equipment (Unit 67 flusher truck) to clean and flush sewer lines on scheduled service area line sections. Prepares & maintains flushing unit for field operations; sets up traffic control safety equipment; opens and closes manholes; hydro cleans lines with pressure hose; identifies sections and areas in need of maintenance repairs (and/or addresses with possible sewer burp possibilities). Responds to calls and uses hydro cleaning/vacuuming truck to clean and flush sewer lines on an emergency basis. Cleans, washes and maintains hydro cleaning equipment and empties debris tank.	Daily 80%
2.	Member of crew that conducts televised Underground Line Inspection: Assists in the operation of televised underground line inspection equipment (Unit 40) to visually inspect interior conditions of pipelines via televised camera equipment. Assists in the preparation of closed-circuit television (CCTV) equipment for field operations; sets up traffic control safety equipment; opens and closes manholes; installs and activates camera; In accordance with NASSCO industry standards, assists in viewing and assessing the interior condition of underground pipelines and infrastructure system and identifying sections in need of maintenance or repair. Prepares maintenance and repair requests for hydro cleaning or other service needs. Assists with inputting and updating data into the CCTV database. Cleans, washes and maintains CCTV truck equipment.	Daily 50%
3.	Assists in the inspection, repair and maintenance of pump station equipment and facilities; helps troubleshoot and resolve minor maintenance and repair problems associated with the operation of the Village's sewage lift stations. Assists in performing routine tasks including pump de-ragging, exercising and cleaning critical valves and equipment, and preventive maintenance and pipe repairs. Generates work requests for complex pump station equipment and facility repairs requiring higher level mechanical maintenance skills and experience.	Daily 10%
4.	Provide as needed assistance to perform routine checks and maintenance on water supply facilities, high service pump stations, towers, generators, and reservoirs, and related issues to ensure compliance with operation and maintenance requirements. Encouraged to receive Level D in IEPA Drinking Water Operator Certification and may be asked to assist in routine monthly distribution system sample collection.	Weekly 10%
6.	Assists in plan review and attends as needed preconstruction meetings.	Weekly 10%
7.	Reads and interprets blue prints, maps, operation and maintenance manuals and sketches of existing and/or proposed water/sewer facilities and equipment in order to maintain system.	Daily 75%

8.	Operates CDL large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normally scheduled work hours.	Daily 20%
9.	Participates in a program of preventative maintenance and repair of all hand and power tools, specialized equipment and vehicles used to perform assignments; checks proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operation.	Daily 30%
10.	Ability to respond to emergency call outs on a 24 hour, 7-day basis; fulfill assigned duty established on a rotating basis for emergency work which occurs after normal working hours including weekends.	As needed
11.	Performs tasks safely and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
12.	Utilizes technology on a daily basis including iPads, lap top computers, mobile phones to enter data to various software programs such as Cartegraph, televising software, GIS, etc.	Daily 100%
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Operates heavy equipment.
2.	Cleans vehicles and equipment.
3.	Enters records at a computer terminal.
4.	Performs janitorial tasks at Village buildings; includes sweeping shop areas, window washing, etc.
5.	Performs maintenance on village assets in confined spaces and with a ladder or high lift.
6.	Provides back-up to related positions.
7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

High school education with vocational training

High school diploma or general education degree (GED)

Two or more years of college coursework in related field **(preferred)**

Associate's degree (A.A.) from two-year college or technical school **(preferred)**

Bachelor's degree (B.A.) from four-year college or university

Master's degree (M.A.)

Doctoral degree (Ph.D)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

No prior experience or training required

Six months to one year related experience

One to two years related experience

Two to four years related experience

Four to ten years related experience

Additional Experience (Select as appropriate)

Experience in supervisory capacity...

Enter number of years required here

Experience in management capacity...

Enter number of years required here

Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

Entry and processing of data
(Cartegraph familiarity)

Word Processing data

Spreadsheet software

Database software

Specialized applications:

Televising software, Arc GIS, Cartegraph

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Required Language:**

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to lead a work group.

Ability to establish successful working relationships with other employees, supervisors and other departments.

Ability to maintain routine records, prepare legible and accurate reports of progress and job completion, and prepare other forms required by the Village.

Ability to define and/or specify work methods, assign duties, and promote efficient and harmonious work habits for a maintenance crew.

Ability to learn the Village's geography.

Ability to deal effectively with problems which arise during the completion of assigned tasks as well as emergency situations.

Ability to respond to emergency call-outs on a 24 hour, 7-day basis; fulfill assigned call duty weekends established on a rotating basis for emergency work which occurs after normal working hours including weekends.

Ability to establish successful working relationships with employees, subordinates, supervisors, and other departments.

Ability to enter confined spaces.

Ability to work on sanitary pump repairs.

Ability to keep accurate records.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively verbally and in writing.

Ability to read, write, speak and comprehend the English language.

Ability to climb down into structures to perform routine maintenance.

Ability to perform physically strenuous assignments ranging from simple to demanding and complex. Occasionally move, remove and replace heavy objects, use heavy tools and/or equipment, weighing up to 100 lbs., such as manhole covers, sacks of cement, gravel, etc.

Working knowledge of pick-up trucks, large dump trucks for hauling or snow and ice control operations, trailers, backhoe and front end loaders, confined space equipment, respiratory protection equipment, a large variety of hand and power tools, large pumps, generators, and associated drive units shovels mobile radio, phone, and calculator.

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 with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	<u> X </u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u> X </u>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
Lifts or move 11 to 20 pounds (light)	_____	_____	<u> X </u>	_____
Lifts or move 21 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
Lifts or move 51 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

 X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

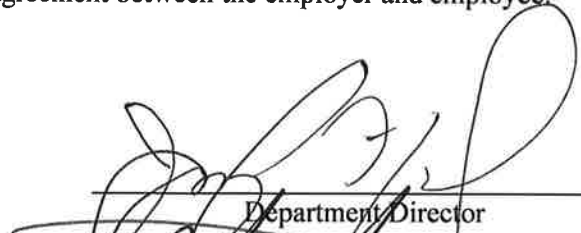
(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u> X </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Works near moving mechanical parts	_____	_____	_____	<u> X </u>
Works in high precarious places, underground, or confined spaces	_____	_____	<u> X </u>	_____
Flying debris or airborne particles	_____	_____	_____	<u> X </u>
Fire, smoke, fumes, gases, or noxious odors	_____	_____	_____	<u> X </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	_____	<u> X </u>	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	_____	<u> X </u>	_____
Extreme illumination	_____	<u> X </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	_____	_____	<u> X </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____