



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE II WATER/SEWER SYSTEMS OPERATOR**

EFFECTIVE DATE: February 10, 2020

| | | | |
|--|--|---|--------------------------------------|
| 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 required within three (3) months from date of hire. With a tanker endorsement. Class D IEPA Public Water Supply Operators License required at time of application. | |

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 water and sewer systems. Assumes lead worker responsibilities. Monitors and makes appropriate adjustments to Village water and sewer systems through SCADA controls and field checks. 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. | Assumes lead worker responsibilities in directing activities of workers assigned and includes performance reports for assigned Maintenance I employees. Serves as a source of technical information to supervisors, subordinates and other departments; serves as a role model for assigned employees. Complete crew reports in an efficient and timely manner. Remains attentive to Public Works related problems observed while driving in the Village or at a work site and brings problems to the attention of a supervisor. | Daily 80% |
| 2. | Performs various functions to ensure that the Village water systems remain in compliance with all IEPA requirements. Directs and participates in activities providing water to the public, which includes; collecting water samples, delivery to labs, and conducting routine tests. Perform a variety of technical duties involved in water quality monitoring and testing, including but not limited to analyzing laboratory results and maintaining all water sample and test schedules to meet state requirements. Investigate resident's water quality complaints and submit reports on findings. Conduct, as needed, water test for fluoride level, pH level, chlorine residual, etc. Maintain and calibrate all water testing and field water quality monitoring equipment, flow meters and other devices | Daily 50% |
| 3. | Performs SCADA and PLC work, including, but not limited to, adjustment of alarm and operation control set points and call duty schedule changes. Monitors gauges, meters and other devices, such as the Supervisory Control and Data Acquisition System (SCADA), to ensure reliability of water system storage and delivery; performs adjustments to delivery points to ensure adequate water pressure and supply, initiates requests to JAWA for delivery rate changes, is able to troubleshoot and remedy assigned problems. | Daily 100% |
| 4. | Performs routine checks and maintenance on water supply facilities, lift/pump stations, towers, generators, and reservoirs, and basic electrical diagnosis of water and sewer pump station related issues to ensure compliance with operation and maintenance requirements. | Daily 50% |
| 5. | Contributes to all Village water system information and inventory data. Contributes to draft water system operation and water quality compliance reports for the State and Federal regulatory agencies, examples include, but are not limited to the monthly operation report, annual Village water use audit report, annual water usage forecast for water rate study and IEPA and USEPA water quality compliance report. Maintain and keep track of records, including but not limited to IEPA construction permits, water main test reports and etc. for construction of new water mains and assist in assembling documents for application of operating permits for newly completed additions to the Village water system. | 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. Troubleshoots, disassembles, repairs and reassembles pumping equipment, electrical components and related controls. | 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 and follows instructions in a manner that ensures personal safety and the safety of others. | Daily 100% |
| 12. | Participates in the Department's SCADA call duty program including holiday and weekend coverage. | Daily 10% |
| 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 activities 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...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

ifix & Win 411/911

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 employees or 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:

Ability to speak and/or read, write and comprehend.

- 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 or on top of water towers 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)

----- Amount of Time -----

| <u>Physical Activity</u> | 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)

Environmental Conditions

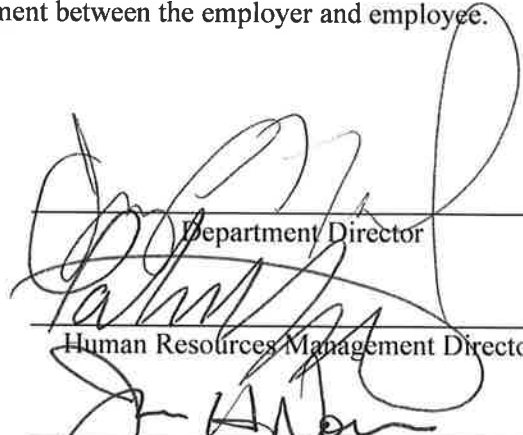
----- Amount of Time -----

| | 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:



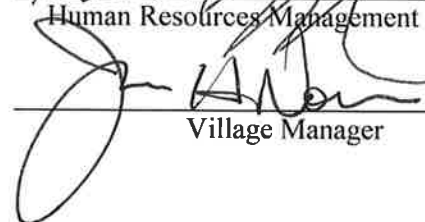
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____