



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

MIII – UNDERGROUND FIELD UTILITY SPECIALIST

EFFECTIVE DATE: February 12, 2020

DEPARTMENT: Public Works Water/Sewer Unit	WORK LOCATION: Public Works Center	FLSA STATUS: Non-Exempt	
CLASS CODE: 6625	RANGE: 16PW	PENSION: IMRF	UNION: Teamsters Local 700
REPORTS TO: Public Works Maintenance & Construction Supervisor	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSE/CERTIFICATES: Class B CDL required within 6 months of hire. Upgrade to Class A CDL with tanker if determined to be necessary. Class D Water Supply Operator's certificate within one year of employment.	

SUMMARY:

Performs a wide variety of highly skilled and semi-skilled duties related to routine and complex preventative maintenance, troubleshooting and repair work related to water and sewer infrastructure. Assumes lead worker responsibilities and leads multiple programs as assigned. Creates and maintains databases related to water mains, valves, fire hydrants, storm sewers and sanitary sewers.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Be the hands-on leader in water/sewer infrastructure repair and installation processes. Leads in troubleshooting and correcting problems related to water/sewer infrastructure and ensures water/sewer system is reliable and compliant with the Environmental Protection Agency (EPA) rules.	Weekly 80%

2.	Administers the Village's Leak Detection Program, both in-house and contracted. Reports and plans for found leaks to be repaired within 5 days of discovery.	Daily 80%
3.	Performs as crew's Information System Specialist managing and updating data bases related to hydrants, valves, water mains and sewers. Also manages crew electronic hardware devices such as mobile phones, mobile tablets and desktop computer devices. Trains crew members to be proficient with electronic systems related to both hardware and software devices and systems.	Weekly 50%
4.	Provides oversight for contracted work – examples include valve exercising, cathodic protection and large scale water/sewer main repairs.	Daily 30%
5.	Administers the Department's Hydrant Flushing Program and ensures yearly project is completed within four weeks of project start date	Yearly 25%
6.	Maintains an electronic data base related to water/sewer main repair parts. Checks inventory of such parts and supplies and reports the need of inventory to the supervisor.	Daily 30%
7.	Plans and schedules future excavation and confined space repairs.	Daily 30%
8.	Reviews new construction plans and provides comments for Village planning staff regarding water/sewer system concerns. Communicates infrastructure map changes to GIS Department.	Daily 30%
9.	Trains crew members related to underground repair work. Participates in the Department's ongoing cross training programs.	Daily 10%
10.	Carries crew cell phone during work shifts to be available to any/all Department personnel, vendors and/or contractors.	Daily 20%
11.	Performs as acting Maintenance & Construction Supervisor anytime permanent supervisor is off work 2 consecutive days or more.	Daily 100%
12.	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 10%
13.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety and the safety of others.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Maintains necessary records and completes required reports of activities.
2.	Participates in Department Call Duty Program(s).
3	May serve as a member of various employee committees.
4.	Assists in the training of others.
5.	Follows Village-wide and departmental safety rules and practices.
6.	Performs other duties as required or 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)**

Provides general coordination of work performed by Maintenance I, Maintenance II and seasonal employees for a variety of tasks and assignments. At times may require direct oversight of work performed by the above.

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
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)

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 with expanding responsibilities
- Expanding responsibilities

Additional Experience (Select as appropriate)

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

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

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:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

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.

Working Knowledge of:

- Water/Sewer Infrastructure systems
- Construction methods and procedures
- Safety precautions to be used in working with high voltage electrical motors and controls

Proficiency in:

- Construction installation and repair techniques.

Ability to:

- Lead and train a work group
- Ability to establish successful working relationships with other employees, supervisors and other departments. Operate and properly maintain tools and equipment. Learn the Village's geography
- Safely perform confined entry
- Deal effectively with problems which arise during completion of assigned tasks and emergency situations.
- Respond to emergency call-outs on a 24/7 basis, except when on approved leave established on a rotating basis, for work which may occur after normal working hours or on weekends.
- Communicate effectively verbally and in writing
- Follow verbal and written instruction
- Read, write, speak and comprehend the English language.
- Ability to perform physically strenuous assignments ranging from simple to demanding and complex.
- 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.

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 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u>X</u>	_____
Lifts or move 50 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)

<input type="checkbox"/>	Absence of color blindness	
<input checked="" type="checkbox"/>	Corrected vision of...	20/20
<input type="checkbox"/>	Uncorrected vision of...	

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)

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

Environmental Conditions

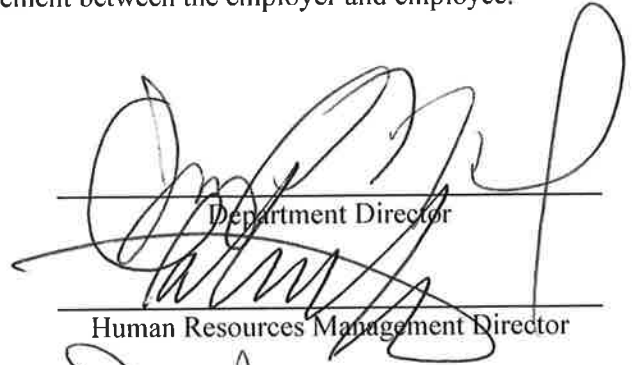
None Less than 1/3 1/3 to 2/3 More than 2/3

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:



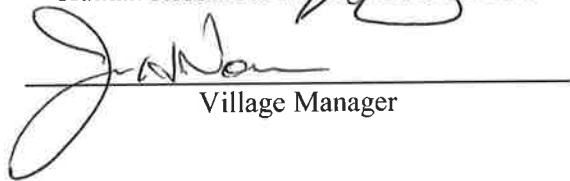
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____