

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position: PWS/WW Facility Operator
Position Code: 0805
Department: Public Works
FLSA Status: Non-Exempt
Union Status: Union
Date Approved: June, 2018

Objective

This is technical work in the operation and maintenance of the City's water production or wastewater treatment plants and related facilities.

Work involves responsibility for the operation, monitoring, sampling, and repair and maintenance of equipment associated with the City's water production, treatment plants, storage and pumping facilities or the City's wastewater treatment plants. This work involves plant checks, troubleshooting and repairs of equipment, associated record keeping, compliance report preparation and compliance sampling as needed. Work also includes responsibility for the adjustment of treatment processes to ensure compliance with applicable water and wastewater quality standards and the preparation of operating records and reports. Work is performed under the supervision of a PWS or WW Supervisor or Superintendent who reviews work through observation and reports.

Relationships

Reports to: Water or Wastewater Supervisor or Superintendent

Supervisory Responsibility: None

Essential Functions

Performs facility checks to insure that proper treatment is being provided, including routine lab analysis of water or wastewater samples for process control and EPA reports; monitors and adjusts chemical feed rates, pumping levels of wells, storage reservoirs, water towers, tanks; operates and maintains all brine pits, pumps, iron removal and softening and other equipment; operates and maintains all altitude valves; maintains SCADA systems; enters data into computer for analysis and reporting purposes; ensures compliance with all applicable requirements; ensures security at all water and/or wastewater facilities.

Under the Supervisor or Superintendent's direction, plans and coordinates all associated work activities for a specific project or program from day-to-day or year-to-year, such as, but not limited to, facility operation and maintenance, capital improvements and/or capital maintenance projects. Keeps records of work performed, project specific time and materials used.

Assists in the preparation of work assignments for division personnel along with the preparation of daily, weekly, and monthly Public Works or regulatory agency required reports.

Inspects, maintains, and monitors all equipment in the City's water and/or wastewater treatment facilities; troubleshoots and makes subsequent repairs.

Maintains inventory of water and/or wastewater treatment chemicals; orders chemicals and related supplies; prepares or assists in preparing operational reports.

Prepares and files various reports of work accomplished; prepares vendor and procedure lists; maintains equipment parts ordering lists; orders parts; proposes budgetary items.

Handles customer concerns and problems; distributes various notices to customers; provides public information and participates in public education through facility tours; performs other related miscellaneous duties.

Performs chemical changes including routine chlorine gas cylinder changes and safely handles dangerous chemicals.

Operates various types of equipment and performs a variety of tasks in the maintenance, operation, repair, and construction of the public water supply or the wastewater treatment system.

Performs operation, maintenance and repairs to the public water supply system including water main breaks, valve, service lines, curb stops and hydrant repairs when needed.

Performs various semiskilled building maintenance, repairs, and construction tasks including painting, plumbing, and masonry and electrical work.

Cleans, sweeps, washes, and performs maintenance and repair tasks in public buildings and facilities including water, wastewater and lift station facilities; cleans and conducts preventive checks and maintenance of vehicles and equipment used.

Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.

Ensures that equipment is used safely and in accordance with standard procedures and precautions.

Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.

Assigned as a Lead Worker as necessary to monitor and oversee the proper operations of the water, wastewater, or lift station facilities. May be assigned as necessary to oversee the work of two or more employees, while also performing a full range of journey-level work activities

Responds to customer calls and evaluates situation, communicates with the public and explains findings to supervisor.

Responds to emergency situations caused by severe weather, electrical service outages or other disruptions; evaluates situation, communicates with public and explains findings to supervisor.

Performs compliance sampling tests; assists others in related departments when necessary.

Maintains availability for emergency call back status.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Follows all safety regulations, policies, and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safety work practices.

Performs other related duties as assigned.

Qualifications

Education and Experience

Graduation from high school including or supplemented by courses in the treatment and maintenance of water or wastewater plants or related area; experience in work which provides a familiarity with the trades and equipment used in public water supply or wastewater treatment operations; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices involved in the operation and maintenance of water production and distribution systems or wastewater treatment and collection systems.

Knowledge of general maintenance, construction and labor tools, equipment, and practices.

Knowledge of the occupational hazards and safety precautions necessary to the proper execution of assignments.

Knowledge of operation and use of a variety of mechanical equipment which includes but not limited to, wells, chemical feed equipment, VFD Drives, compressors, iron filters, aerators, high service pumps, water reservoirs, elevated water storage tanks, lift stations, etc. Skill in the use of phone, personal computer, including word processing, spreadsheets, and SCADA, copy, scanner and fax machines.

Ability to detect health and safety hazards and institute appropriate corrective action.

Ability to compute and apply standard mathematical formulas.

Ability to understand and carry out written and oral instructions.

Ability to communicate effectively orally and in writing with employees, supervisors, vendors and the public.

Ability to diagnose equipment malfunctions.

Ability to read, interpret, and work from schematics and maintenance manuals.

Ability to maintain work records utilizing relevant computer software and hardware.

Ability to establish and maintain effective working relationships with others.

Skill and ability to safely operate and maintain a variety of tools and equipment required by the work.

Must be able to safely operate equipment and motor vehicles.

Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

Special Requirements

Water Division

Valid Class B Commercial Driver's License with air brake endorsement.

Class C or B IEPA Public Water Supply Operator's Certification or the ability to obtain within 12 months of hire or promotion.

Flagger certification or the ability to obtain within 6 months of hire or promotion.

Ability to use a respirator.

Wastewater Division

Valid Class B Commercial Driver's License with air brake and tanker endorsements. Tanker endorsement must be obtained within 12 months of hire or promotion.

Class #3 or # 2 IEPA Wastewater Operators Certification or the ability to obtain within 12 months of hire or promotion.

Tools and Equipment Used

Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, vacuum sewer cleaning machines, street saws, mowers, loaders, generators, pumps, backhoe, and other equipment; operates various hand and power tools; drives dump truck with snow plow and spreader in performing snow and ice control duties.

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 and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required 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 more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Attendance Requirements

Attendance is required for a 40 hour work week, which consists of five 8-hour days. Overtime attendance is required, including the ability to respond during off-hour, weekends and/or holiday shifts.

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 near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, extreme heat, extreme cold, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet while in the office and moderate to loud when in the field.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.