

## **Water, Sewer and Streets Employee**

(Duties and Qualifications)

The Water, Sewer and Street employee must be flexible, have a wide range of skills relative to Village needs and be able to easily adapt to ever changing technological and workload requirements. The public works employee must have good interpersonal skills and be able to easily coordinate daily tasks with other employees. The public works employee must be resourceful, organized, self-motivated and actively pursuing personal growth and self-improvement, and provide responsive, courteous, and efficient service to the Village residents and the general public.

The public works employee performs routine tasks related to the operation and maintenance of the water and wastewater treatment facilities and distribution and collection systems. The public works employee is responsible for maintaining plant compliance with EPA standards and performs general maintenance of equipment, grounds and buildings. Street repair and maintenance is also required including, but not limited to, plowing snow, spreading salt, rock, filling in pot holes, repairing sidewalks, etc.

In addition to the foregoing, the public works employee is required to:

- Monitor and sample water at the water and wastewater plants and adjust treatment levels when “off-spec” variances are detected;
- Conduct ongoing repairs to equipment, or shut down equipment for more extensive maintenance and repair, activating alternate equipment as needed; requesting services of outside maintenance vendors for major repairs and overhauls;
- Prepare reports and maintain logs on meter readings, tests, chemical and equipment usage, and all other recordkeeping requirements; maintains various Village records and other reports as required by the State of Illinois;
- Back-wash filters and handle chemicals in a safe, effective manner; assure proper working order of chemical-related equipment;
- Have the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions;
- Possess a Valid Class D Illinois driver's license and must obtain a Class B (CDL) within 3 months of hire;
- Possess basic computer skills and the ability to operate Microsoft Windows; and
- Order chemicals and supplies.

The public works employee must possess a high school diploma or GED.

The duties of public works employees involve moderate to heavy physical demands, including lifting (75 lbs.), walking (3+ miles daily), climbing, stooping, kneeling, and mechanical repair.

The public works employee is required to work with water and/or wastewater facility equipment and machinery including pumps, aerators, chemical feed equipment, booster pumps, etc.; hand tools, construction equipment; may operate heavy equipment; operates Village motor vehicles.

The public works employee's general work schedule is Monday-Friday, 7:00 am to 3:30 pm and includes weekend scheduling. The public works employee must also be able to respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.