

Village of Roselle Position Description 	Job Title	Water Operator
	Department	Public Works
	Employment Status	Full Time
	FLSA Status	Non-Exempt
	Union	International Union of Operating Engineers, Local 150
	Date Approved/Revised	August 21, 2020

Scope of Work

This position involves the performance of manual, semi-skilled and skilled tasks, technical and physical work in the operation, construction, maintenance, repair and installation of Village water system facilities including the emergency back-up well, booster station, pressure adjustment stations, water storage facilities, the water distribution system, fire hydrants, water meter system and system’s supervisory control and data acquisition (SCADA), This position is responsible for the operation of excavation equipment, other specialized equipment and related tools and machinery.

This work involves receiving and responding to services requests, inquiries, and complaints from internal and external customers such as employees, residents and contractors. This position may be required to work weekends, holidays, and overtime and will be on-call to respond to emergencies, as needed.

Supervision

Received	Water Division Superintendent, Lead Water System Operator and other management personnel in the Public Works Department
Exercised	None

Essential Job Functions

- Operates and maintains the Village’s water system’s supervisory control and data acquisition (SCADA) system to ensure proper operating processes function and that Village water customers receive quality potable water.
- Operates, inspects, and maintains pumping stations and water storage facilities and keeps records of maintenance.
- Performs onsite checks of the daily operation of pressure adjusting and booster stations to record data and take water samples.
- Visually checks the condition of pumps, pump motors, data recording devices, valves, heaters, fans, surge protectors, etc.
- Maintains pumps, instruments, valves and other equipment and/or modifies station operations mode; conducts required analysis for chlorine, fluoride and other chemicals.
- Performs preventative/corrective maintenance, repairs and replacement tasks on equipment and machinery.

Essential Job Functions (Continued)

- Monitors pumpage rates and water levels in storage facilities.
- Assists with the repair of water main and service line breaks. Installs proper traffic channelization cones and protection devices to protect crew work operations on work sites.
- Operates construction and maintenance equipment such as back hoe, front end loader, dump truck, vac-con, snow plow and various other equipment for a variety of maintenance and construction operations.
- Keeps records and prepares reports as required by the Illinois Environmental Protection Agency and the Village to ensure applicable standards are consistently being met.
- Collects water samples as required by the Illinois Environmental Protection Agency.
- Collects water meter reads and other associated information for utility billing.
- Answers resident concerns with low water pressure, discolored water or high water bills.
- Helps homeowners locate significant leaks in their service lines; checks meters for proper functioning and will install new meters.
- Turns on and shuts off customer's water services.
- Checks to see that back flow prevention devices are properly installed on certain commercial or industrial customer's lines.
- Maintains an awareness of worker safety procedures and guidelines and applies these in performing daily activities and tasks. Adheres to all departmental and Village safety policies.
- Monitors the underground locating (JULIE) system requests and performs locates as required.
- Responds to emergency situations such as water main breaks, sanitary sewer backups, flooding from rain events, emergency utility locations, etc. and support other Village departments and/or divisions in the abatement of emergency situations.
- Performs mathematical calculations to determine proper operating performance and load capacities for various equipment.
- Performs additional construction and maintenance tasks such as truck driving, excavating, maintaining public right-of-way including catch basins, storm sewers, water main, and sanitary sewers.
- Performs snow and ice control duties as required, including plowing snow and spreading sand and salt, or any additional village wide programs.
- Performs general building and grounds activities such as sweeping, cleaning and painting of equipment as well as landscape maintenance.
- Enters data into systems through the use of a computer.
- Enter and work in permitted confined spaces.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Village image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Records installation, maintenance, repair, and replacement actions taken on infrastructure and equipment; prepares reports on and advises supervisor of work progress and need for additional resources to complete assignments.

Other Job Functions

- Contributes to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Public Works Director.
 - Participating in proactive team efforts to achieve departmental and Village-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
- Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
- Participation in scheduled weekend and holiday overtime activities.
- Performs related Public Works duties as assigned in a wide variety of weather conditions and exposure to the elements to include snow and ice control, water main repairs, sanitary sewer repairs, and other duties or additional village-wide programs.
- Assists with the inspection, operation, and maintenance of Village infrastructure and equipment.
- Assists with compiling all required data, regulatory reports, daily activity records, and equipment repair reports.
- Performs other duties as assigned.

Requirements of Work

Graduation from a standard vocational high school program (or GED) required, with the completion of some college credits and/or technical training preferred.

Knowledge of

- Regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal water production, metering and distribution system facilities, equipment and systems.
- Operation and maintenance of pumps, valves, hydrants and meters.
- Operation and maintenance of machinery, tools and equipment.
- Principles, practices, policies, procedures, methods, tools and materials used in municipal public works operations.
- Working knowledge of the laws, rules, and ordinances governing potable municipal water systems.
- Basic principles of municipal water systems engineering and use of maps and drawings.
- Water main maintenance and repair methods, procedures and techniques.
- Operation, methods, practices, tools, and materials used in the mechanical maintenance and repair of pumps, blowers, valves, and related equipment. Basic principles and practices of mechanical, electrical and hydraulic systems.
- Traffic regulations, laws, ordinances, and rules.
- Occupational hazards involved, applicable safety procedures and the precautions necessary, to safely conduct operations. Ability to enforce said standards as required.
- Applicable local, state and federal laws and regulations.
- General Public Works labor activities.

Requirements of Work (Continued)

Ability to	<ul style="list-style-type: none">• Ability to understand and follow verbal and written instructions and communicate effectively, both orally and in writing.• Establish and maintain effective working relationships with peers, management, regulatory agencies and officials, other government units and the general public.• Understand and follow moderately complex oral and written instructions and diagrams.• Critically analyze process problems and use sound judgement in arriving at an effective and appropriate solution.• Keep accurate records and prepare routine reports from such records.• Perform semi-skilled labor for protracted periods of time.• Operate a variety of hand and power tools and equipment.• Operate construction and heavy equipment such as skid steers, backhoes and end loaders.• Work independently in the absence of supervision.• Complete assigned tasks of the under adverse weather conditions.• Learn, understand, and apply pertinent laws, rules, and regulations.• Use technology including computers and software.
Skill in	<ul style="list-style-type: none">• Using basic repair tools and procedures and operating/controlling the actions of equipment, machinery, tools and/or materials used in performing job functions.• A wide variety of construction and maintenance techniques.• Using computer hardware and software, including effectively utilizing Microsoft Word, Excel, PowerPoint, Outlook, GIS, email, calendar, job specific software, etc.• Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.• Working cooperatively with others including the public, elected officials, and other Village employees.

Necessary Special Requirements

- High school diploma or equivalent.
- Minimum of three (3) years of experience in the public works and/or construction industry.
- Possession of at least a Class D Water Operator's License (as issued or recognized by the Illinois EPA), or receipt of one within twelve (12) months of commencing employment or transfer into position.
- Possess and maintain a valid Illinois Motor Vehicle Operator's License.
- Possess a current and valid Illinois commercial (CDL) motor vehicle operator's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.
- Pass a work related physical proficiency test and pre-employment physical examination and drug and alcohol screen.
- Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.
- National Incident Management System (NIMS) training as required.

Physical Demands

Standard

Physical ability to:

- Sit, stand, walk, climb, balance, stoop, kneel, bend, crouch, crawl, smell and other continuous physical activity; using heavy power assisted tools and/or working in very awkward positions frequently.
- Reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
- See close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

Position Specific

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. Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoor environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc. including:

- Work is performed in an office, pumping stations, elevated water tanks, residences, commercial buildings, schools and an outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. Ability to smell sewer gases, Nicor/natural gas problems and other hazardous odors.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions. The employee regularly works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, disease and smoke, extreme cold, extreme heat, and vibration.
- Physical activity involving sitting, standing, walking, balancing, bending, crouching, crawling, climbing, kneeling, pushing, pulling, reaching, rotating, squatting, stepping, stooping, twisting and/or working in very awkward positions frequently.

Physical Demands (Continued)

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Includes physical activity involving reaching with hands and arms for an extended period. Hand-eye coordination is necessary to operate various pieces of equipment. While performing the duties of this job, the employee often uses heavy power assisted tools and/or works in awkward positions.
- Physical working conditions may provide exposure to vibration while inspection of, working on or operating a piece of equipment.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- Primary functions require the employee to be fully ambulatory and possess physical dexterity to work in a field environment.
- Physical working conditions that may require work with manholes and/or confined spaces.
- Physical working conditions may provide exposure to vibration while inspection of, working on or operating a piece of equipment.
- Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. Ability to smell sewer gases, Nicor/natural gas problems and other hazardous odors.
- Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space. Ability to see and accurately read fine print in low lighting conditions, such as gauges.