

BROADVIEW WESTCHESTER JOINT WATER AGENCY
WATER SYSTEM OPERATOR

NATURE OF WORK:

This is semi-skilled work performing installation, maintenance and repair on the water distribution system. Work may involve the operation of heavy equipment and other necessary tools needed to repair and replace pumps and other mechanical equipment. Work may also involve serving as lead worker on a crew, detecting and repairing line leaks, and performing maintenance on other water system facilities. Safety equipment such as hardhat, safety glasses, reflective vest, gloves, steel-toed shoes and other protective equipment is worn when required. Employees may be assigned tasks of a similar or higher level classification to gain experience and training in preparation for advancement.

JOB DUTIES

1. Operating and maintaining pumps and pump stations.
2. Operating and maintaining Agency transmission mains.
3. Maintaining spare parts inventory.
4. Securing labor and ordering materials for correcting any maintenance and operational problems.
5. Performing preventive maintenance on equipment as recommended by the manufacturer.
6. Maintaining, and if necessary, implementing an emergency operating plan.
7. Preparation and submittal of Monthly Operational Reports.
8. Maintaining required operating records and reports. Utilizes both paper and computer-based records and maps to access information on the water system. Maintains, field verifies, and updates records for the water system as needed.
9. Assisting Agency customers with operational and water quality issues.
10. Notifies customers of temporary emergency shut-offs of water supply for repair; provides emergency water supply connection to customers.
11. May participate in the collection or shutting off of delinquent accounts, locating customer connections, shut off water service for customer related problems, reading meters, taking final readings and collecting water samples for analysis.
12. Proper operation of the water treatment plant including assurance that
 - a. Required construction permits have been obtained prior to the start of construction;
 - b. Operating permits have been obtained prior to start of operation; and
 - c. Special reports are filed with the appropriate parties.
13. Sample collection is completed pursuant to Illinois EPA requirements in 35 Ill. Adm. Code 611, and Codes 651 to 654. Timely collection and submission of samples for Laboratory Analyses and follow-up as needed when results indicate violations or a trend toward violation.
14. Analyses for operational control such as chlorine residual, turbidity, alkalinity, hardness, jar testing and other related activities is performed as required or recommended. This includes maintenance of operational records.

15. Performing routine operational control testing as required or recommended by the Illinois EPA.
16. Reporting to IEPA when required (i.e. when a boil order is issued, when an MCL is exceeded, when an emergency condition occurs, etc.).
17. Being available during an emergency to work with IEMA, IEPA or other State or local Agencies until problem is resolved and supply is returned to normal operation.
18. Implements department-standard safety procedures, including but not limited to, proper traffic control, barricading, trenching and shoring, and confined space entry procedures.
19. Prompt reporting of deficiencies in any of the above.
20. Cleans and maintains Agency property and facilities.
21. Performs utility locations.
22. Performing other related duties as assigned
23. Will be required to work occasional overtime (both evenings and weekends).

MINIMUM REQUIREMENTS OF WORK:

- Possession of a high school diploma or GED.
- One year of related experience in general water or sewer work, or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
- Considerable knowledge of standard practices, methods, tools, materials and equipment used in water and sewer line repairs.
- Considerable knowledge of safety standards and precautions connected with work activities.
- Ability to complete required reports in a clear, concise manner.
- Ability to see and audibly detect water line problems and respond appropriately.
- Ability to perform simple addition, subtraction, multiplication and division.
- Ability to read and communicate effectively both orally and in writing.

NECESSARY SPECIAL REQUIREMENTS:

- Possess an IEPA Class C Potable Water License or must obtain within 18 months from hiring
- Possess a valid commercial driver's license and a clean driving record.
- Must live within a 20 mile radius of the Agency Headquarters (2222 S. 10th Avenue, Broadview)

PHYSICAL REQUIREMENTS OF WORK:

- Ability to lift parts, climb in and out of trenches, stand or sit for extended periods of time and work in confined spaces.
- Ability to detect and recognize odors and small/distant objects.
- Frequent exposure to dangerous equipment, loud noise levels, extreme temperatures, vibrations, and dirty and wet conditions.

SUPERVISION:

Work is performed under the general direction of supervisor or Lead Water Operator. Work assignments are given in the form of written work orders or verbal instructions, with the employee responsible for completing the work according to Agency rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from the Agency Board. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and IDOL. Additional guidance is provided through the Illinois EPA. The supervisor will evaluate the employee's work performance at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

PUBLIC CONTACT:

The individual will have regular contact with Village employees, Hospital employees, Commonwealth Edison, Nicor and other utility companies to locate transmission mains.

Candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam and drug screen. The Agency is an Equal Opportunity Employer.

Send resume to:

Stan Urban surban@westchester-il.org
10300 Roosevelt Road
Westchester, IL 60154