

The Village of Indian Head Park Public Works Department is recruiting for one (1) full-time Water Operator position. The Water Operator position serves as chief assistant to the Public Works/Water Superintendent in the provision of providing safe clean drinking water to the Village. The position is required to respond to emergencies off-hours, including snow plowing activities, on evenings, weekends, and holidays. Other related duties as assigned. Position reports directly to the Superintendent of Public Works.

ESSENTIAL FUNCTIONS:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Inspects, maintains and monitors water plant equipment and pumps; makes adjustments to facilitate water treatment processes as necessary.
2. Inspects, maintains and monitors wastewater treatment plant equipment and pumps; makes adjustments to facilitate wastewater treatment processes as necessary.
3. Maintains compliance with Illinois Environmental Protection Agency standards for water treatments; collects samples and tests for water equality; prepares reports for IEPA and other regulatory agencies.
4. Prepares monthly chemical usage reports.
5. Maintains inventory of parts, chemicals and equipment; cleans and participates in the maintenance of facilities including sludge processing, aerobic digesters, bar screens, grit chambers, etc.
6. Maintain hydrants, flushing program, and exercising valves.
7. Oversees the installation and maintenance of water meters; repairs and replaces faulty meters.
8. Collects water usage readings; downloads and prepares readings for billing; verifies accurate meter reads and billing.
9. Performs chemical, bacteriological and physical tests of and physical tests of water and wastewater treatment processes.
10. Conducts maintenance and repair work; maintains records of work.
11. Responds to emergency situations related to potable water and wastewater treatment functions and facilities, including situations occurring outside of normal business hours; may be called out on a 24-hour basis; may be required to diagnose

proper response to general alarm.

Additional Tasks and Responsibilities

The following duties are normal for (his classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs other tasks as assigned.
2. Provides reports of work accomplished for the Village, IEPA, and other governmental bodies as required.
3. Performs other public works maintenance activities such as snow plowing, truck driving, and related work as assigned.
4. Assists maintaining public facilities, equipment and properties.

QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent, and at least one (1) year of experience in general construction and maintenance work. Candidates must possess and maintain an Illinois class "C" water operator's license (certificate) a valid Illinois motor vehicle driver's license. Must be able to respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.

Ability to think quickly, maintain self-control, and adapt to stressful situations is also an important skill set. Qualified applicants should also be able to demonstrate the ability to effectively solve problems and exercise good judgment. The ability to develop positive working relationships with the general public, contractors, and Village staff is a critical skill set. Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws. Position also requires intermediate skills in the operation of computers and related software.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee occasionally works around vibrations and noise,

moving mechanical parts, confined spaces and underground trenches, heights, and is exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures. Work environment includes primarily outdoor work in various types of weather conditions, with some indoor work as well.

SALARY/BENEFITS:

The starting base pay offered for this position is \$24.00 per hour with excellent fringe benefits. This position is non-exempt under FLSA.

HOW TO APPLY:

Interested candidates should submit a resume and cover letter to IHPjobs@Indianheadpark-il.gov. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**

Applicants must indicate **(Job ID: Water I-PW)** in the subject line of their e-mail.

The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.

The Village is accepting applications until **December 2, 2015 at 5:00 pm.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the Village Administrator at 708-246-3080x104.*