



CITY OF ST. CHARLES
POSITION DESCRIPTION
Environmental Services
Certified Water Operator

Department: Public Works Division: Water
FLSA Status: Non- Exempt

Reports to: Water Division Manager Union: Teamsters
Assistant Division Manager – Water

Positions Supervised: Laborer/Operator – Water Grade: 3 (per contract)
Seasonal Employee(s)
Outside Contractors

Position Description Overview

This position, under general supervision of the Water Division Manager and/or Assistant Division Manager, is responsible for manual, semi-skilled and skilled duties in the installation, repair, and replacement of the water supply, pumping, storage, and distribution systems under general supervision. This position may be asked to become acting Assistant Division Manager when the need arises.

An electrical upgrade is available for this position when applicable work is warranted and authorized by the Water Division Manager or in his absence the Assistant Division Manager or Environmental Services Manager. Examples of this work and requirements are listed below in Additional Job Functions and Requirements as related to electrical upgrade.

Essential Job Functions

1. Maintain, repair and build water distribution system including mains, valves, service lines, and hydrants using trenching equipment, shovels, wrenches, and other related items.
2. Operate, inspect, and repair the water distribution system including pressure reducing valves, water taps, service lines, and fire hydrants.
3. Perform various standard tasks using a wide variety of manual and powered equipment including backhoes, endloaders, bobcats, hydrostop, tapping machine, shovels, power saws, and jackhammers.
4. Operate, inspect, maintain, repair, and build components on the supply pumping and storage system, including chemical handling, pumping equipment, electrical, and building maintenance.
5. Operate, inspect, maintain, and repair the Supervisory Control and Data Acquisition (SCADA) system.
6. Collect samples and perform tests for water quality analysis.

7. Respond to emergency situations such as water main breaks, computer failure, etc. Support other City departments/divisions in the abatement of emergency situations.
8. Investigate service complaints and deal directly with the public.
9. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
10. Consistent attendance and punctuality is required.

Additional Job Functions

1. Participation in scheduled weekend and holiday overtime activities.
2. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures and reporting all unsafe activities to Assistant Division Manager or Division Manager;
 - Participating in proactive team efforts to division and City-wide goals;
 - Providing leadership to others through example and by sharing knowledge and skills.
3. Perform other duties as required or assigned.

Additional Job Functions Related to Electrical Upgrade

Depending on level of training Water Operators may or may not be qualified to perform the job functions below and therefore eligible for an upgrade.

1. Review and understanding of electrical diagrams, electrical circuits, Ladder Logic, and PLC programming.
2. Use of various electrical testing equipment such as: Voltage-ohm meter (VOM), Megger, Amp meter and computer interface equipment. Examples; preventive maintenance, assess system abnormalities as they occur.
3. Design and troubleshooting of mechanical and electrical systems. Examples; chemical feed systems, panel upgrades.
4. Assist with purchase and specification of new electrical related equipment, instrumentation.
5. Assist with updating Water Division procedures for operating electrical equipment with regard to electrical safety and operations.
6. Proficient in compliance with arc flash safety measures applicable to OSHA Guidelines.
7. Perform basic electrical work related to installation of new equipment, instrumentation, lighting and wiring and repair of same. Examples; Chlorine actuators, chemical feed systems, electrical panel upgrades, conduit installations and lighting installations and repairs.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge, Skills, and Abilities

1. General knowledge of water supply, pumping, storage and distribution systems and associated maintenance and repair methods, procedures, and techniques.
2. General knowledge of the operation and maintenance of all pertinent machinery, equipment, and tools.
3. Extensive knowledge of all applicable safety procedures and precautions.
4. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.
5. Ability to work in confined spaces, as narrow as thirty-six (36) inches in diameter.
6. Ability to learn the geographic region of the City.
7. Ability to understand and to follow oral and written instructions and to prepare written records and reports.
8. Ability to see and accurately read fine print in low lighting conditions, such as gauges.
9. Ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors.
10. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc.
11. Ability to smell sewer gases, Nicor problems and other hazardous odors.
12. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
13. Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL

Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.

14. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.

Additional Requirements Related to Electrical Upgrade

1. Knowledge of plant and electrical safety.
2. Knowledge of the National Electrical Code (NEC) and its application.
3. Knowledge of arc flash safety measures and applicable OSHA Guidelines..
4. Skilled in reading and understanding electrical diagrams, electrical circuits, Ladder Logic, and PLC programming. (NOTE: this may be a little too extensive)
5. Skilled in use of various electrical testing equipment such as: Voltage-ohm meter (VOM), Megger, Amp meter and computer interface equipment. Examples; preventative maintenance, assess system abnormalities as they occur.
6. Skilled in design and troubleshooting of mechanical and electrical systems. Examples; chemical feed systems, panel upgrades.
7. Skilled in basic wiring and conduit installation. Examples; Chlorine actuators, chemical feed systems, electrical panel upgrades, conduit installations and lighting installations and repairs.

Education and Experience

1. High school diploma or equivalent.
2. Minimum of five (5) years experience in the public works and/or construction industry.
3. Possession of a Class B Water Operators License issued by the Illinois EPA or receipt of one within eighteen (18) months of commencing employment or transfer into position.
4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical / Environmental Demands

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

1. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors.
2. Physical working conditions that may provide exposure to vibration while operating a piece of equipment.

3. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space.
4. Physical working conditions that may provide exposure to a variety of grades and elevations.
5. Physical working conditions that may provide exposure to energized electrical circuits, natural gas conduits, and other noxious or hazardous substances.
6. Physical activity involving sitting, standing, walking, bending, crouching, crawling, climbing, kneeling, pushing, pulling, stepping and stooping, and shoveling.
7. Physical activity involving lifting, moving, removing and replacing heavy objects and using heavy tools and/or equipment weighing up to 80 pounds, such as manhole covers, sacks of cement, gravel and jackhammers, etc.

Position Description Acknowledgement

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date

Certified Water Operator: PW
1/5/11