

WANTED CITY OF HARVARD WATER/WASTEWATER OPERATOR

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Apply by 04/30/2024

At 201 W. Diggins Harvard, Il. 60033

The City of Harvard, IL, is seeking a full-time Water/Wastewater Operator within the Public Utilities Department. The position performs manual, semi-skilled and skilled tasks, technical and physical work in the operation, maintenance, repair and installation of the City's water and wastewater treatment plants.

The ideal candidate would possess: A high school diploma (GED or equivalent), a current and valid Illinois motor vehicle operator's license with a CDL endorsement (or capable of acquiring CDL within six months) or an equivalent combination of training and/or experience. Desired possession of at least a Class C Water Operator's License (as issued or recognized by the Illinois EPA), and a Class 3 Wastewater Operator's License.

This position is responsible for working approximately forty hours (40) each week with occasional overtime and weekend assignments. The salary range is set by the Union contract. This position is a member of Teamsters Local 700.

Comprehensive benefit package including medical, dental, vision and life insurance, Illinois Municipal Retirement Fund Pension, paid sick, vacation, and holiday time, Workers' Compensation Insurance, and more.

Interested candidates should submit an application or resume and cover letter. Applications may be obtained at the City Office or on the City's website at <http://www.cityofharvard.org/jobs>. The deadline to apply for this position is April 30, 2024. The City of Harvard is an equal opportunity employer.

WATER/WASEWATER TREATMENT OPERATOR

Immediate Supervisor: Utility Superintendent
Department/Division Utility
Classified: Hourly, Non-Exempt
Revised Date: April 2024

JOB SUMMARY:

The Water/Wastewater Treatment Operator is responsible to perform intermediate skilled work in the operation, maintenance and repair of specialized machinery and equipment in a water and wastewater treatment facility; does related work as required. The work is performed under the supervision of the Utility Department Superintendent.

GENERAL DUTIES AND RESPONSIBILITIES:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

1. Analyzes potable and wastewater, including discharge, and monitors lab results for compliance with regulations and plant operating parameters. Alters plant and equipment setpoints to improve operations and discharge. Shuts down portions of plant to deal with emergencies and malfunctions.
2. Performs equipment preventive maintenance tasks. Lubricates moving parts; replaces bearings, filters and belts; checks bearing clearances and chains for wear; repairs pumps/aerators; cleans screens and all equipment in the department.
3. Fabricates items from metal using welder and cutting torch, as needed.
4. Documents plant operational data and work activities to computer records and daily logbooks.
5. Assists in the collection of samples and performs lab tests as assigned. Performs duties of Lab operator for potable and wastewater.
6. Operates test equipment, instruments, pumps, valves, meters and other plant components. Monitors lift station operations. Monitors flow during storms to protect the public and maintain plant compliance.
7. Monitors and maintains adequate quantities of treatment chemicals. Adjusts chemical feed rates as required to maintain compliance with NPDES Permit.
8. Performs buildings and grounds maintenance tasks, which include mowing grass, control weeds and plow snow. Keeps work areas organized and maintained.
9. Troubleshoots and corrects operating problems.
10. Monitors equipment operations and performs minor maintenance/repairs.
11. Participates in on-going training to maintain required licenses. Attends meetings, conferences, seminars and workshops as directed and approved.

12. Performs pumps, motors and equipment repair and maintenance tasks.
13. Performs building maintenance, cleaning, and repair activity.
14. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
15. Reports all accidents to the appropriate authority. Follows all policies for reporting.
16. Provides backup assistance to other department personnel as needed.
17. Assists with the emergency repairs and work as necessary.
18. Participates in Public Works Snow Plan as directed and assigned.
19. Operates the treatment plants as assigned on weekends, holidays, or during emergency conditions.
20. Performs other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS AND SKILLS:

- High school diploma/equivalent with a prior responsible work experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Class 3 Wastewater Certification
- Class C Water Certification.
- A valid driver's license and an acceptable driving record for eligibility of City coverage.
- CDL is a plus.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

PREFERRED QUALIFICATIONS:

- Class B Water or Class 1 Wastewater Certification or ability to obtain certifications within eighteen (18) months from date of hire.

REQUIRED JOB COMPETENCIES:

- Knowledge of the practices, methods, and materials used in water and wastewater treatment.
- Knowledge of the variety of plant equipment and processes used in water and wastewater treatment.
- Knowledge of electrical, electronic and mechanical systems.
- Skill in reading and understanding schematics and blueprints.
- Skill in accurately diagnosing equipment malfunctions.
- Skill in the use of a variety of test equipment and specialized hand and power tools.
- Skill fabricating and repairing components necessary for equipment installation.
- Ability to understand and follow oral and written instructions.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State and local regulations.

- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prepare and maintain accurate and concise records and reports consistent with the position.
- Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgement, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to work as a member of a team.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform mathematical calculations required of this position.
- Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, on-call schedule, and holidays due to adverse weather conditions, construction projects, or other emergency service.

MINIMUM PHYSICAL QUALIFICATIONS AND WORK ENVIRONMENT:

The physical and work environment characteristics outlined in this job description are representative of those minimum physical requirements necessary and conditions an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor and/or the City Administrator.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above and below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.
- Periodically works in unsanitary and potentially hazardous areas and confined space.
- Work is performed primarily in a noisy plant environment.

Nothing in this job description shall limit management's right to assign or reassign duties and responsibilities to this job at any time for any reason. The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.