



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Utility Operator II	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Production and Treatment	<b>GRADE:</b>	Po4 – WWTP Operator II
<b>REPORTS TO:</b>	Assistant Utility Superintendent	<b>DATE:</b>	December 2021
<b>BARGAINING UNIT:</b>	Local 150 – IUOE	<b>SALARY:</b>	\$27.42 to \$35.66

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### SUMMARY

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment plant (Elmhurst Water Reclamation Facility or WRF) with 10 sanitary sewer lift stations and the 15.0 MG capacity water production system which utilizes three large finished water reservoirs and three elevated storage tanks; plus 17 storm water pumping stations, four storm water reservoirs, 11 emergency sanitary overflows and numerous ancillary systems.

This is an entry-level position in the operation and maintenance of the City of Elmhurst Utility systems. Work involves responsibility for the safe and efficient operation and maintenance of the department and requires knowledge of safe operating practices and procedures. Additionally, this position requires the ability to meet emergency conditions.

The expectation of this position is that employee will learn the basic operations and maintenance of the utility system through supervised hands-on experience. Ability to work well with others and to listen/learn is critical to making it through probation and/or moving up grades in the future. Ability to notice abnormal conditions in WRF operations. Task may be more in-depth operations and maintenance of the plant or offsite assets. Employee should have knowledge on how to operate water system year-round. Position must be able to be handle on call and may be moved to shift other than Monday – Friday. Employee should be able to handle more than 50 percent of the callouts without assistance.

### ESSENTIAL FUNCTIONS

*Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.*

*Essential duties and responsibilities **may** include, but are not limited to, the following:*

#### WRF Operations

- Assist in daily operations and maintenance of WRF facility.
- Ability to run process labs as needed without supervision.
- Ability to collect NPDES sampling as needed.

### Potable Water System Operations

- Assist in routine operations and maintenance of potable water facilities.
- Assist in collection of samples as required.

### Sanitary Lift Station and Stormwater Operations

- Assist in routine operations and maintenance of storm water assets.
- Assist in routine operations and maintenance of sanitary lift stations.

### General

- Monitors operation of potable water system, sanitary water pumping system and storm water pumping system; notifies support personnel and responds appropriately in the case of abnormal operating conditions or breakdowns.
- Required to participate equally in afterhours rotation of on call laptop.
- While on duty, is in constant communication by phone in case of emergency operations.
- The Utility system operated 24 hours a day, seven days a week. Operators must be available for emergency call-ins, holiday work and overtime.
- Must participate in Public Works snow plowing program as assigned.
- Must demonstrate ability to operate CMMS work order system within 12 months of hire.
- Operates, under supervision, equipment used in the utility department, including: motors, pumps, bar screens, clarifiers, aerators, valves, blowers, chlorinators, grinders and other related equipment.
- Inspects, adjusts and monitors equipment and makes necessary adjustments with proper supervision.
- Assists in trouble shooting equipment malfunctions and breakdowns.
- Collects liquid and solid waste samples; takes readings such as wastewater flow, air flow, temperature, pH and chemical feed rates.
- Performs under supervision, collection of potable water samples.
- Performs under supervision, equipment maintenance, such as lubricating pumps, replacing pump shafts, bearings, oil and grease seals, packing and chain drives.
- Reports non-routine maintenance needs, process control problems, supply needs and unusual instrument readings to supervisor.
- Performs routine custodial maintenance duties, including cutting and trimming grass, carpentry work, window washing, floor sweeping and washing and painting.
- Ability to complete routine reports (logs) on work performed and equipment used.
- Assures the maintenance of safe work areas and equipment, promptly corrects work hazards, as necessary. Reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs.
- Promotes and maintains responsive community relations.
- Performs related duties and manual labor as assigned.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

## **Education and Experience**

High school diploma or general education degree (GED) equivalent. A minimum of one year of experience and/or training in the operation and maintenance of equipment used within utility systems or equivalent.

## **Required Certificates, Licenses, and Registrations**

- Must possess a valid driver's license.
- Ability to obtain a CDL class A license (with air brakes) within 12 months of employment. Must maintain driver's license with CDL Class A endorsements while employed.
- Ability to become certified and /or maintain certification for presence/absence Bac-T analysis within two years of hire and maintain while employed.

## **Required Knowledge and Skills**

- Knowledge of the operational and safety procedures as outlined in the standard operating procedures and practices found in department manuals.
- Knowledge of machines, equipment and operating practices, as well as the occupational hazards and necessary safety precautions in the utility field.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
- Ability to interpret charts, gauges, and instrument readings.
- Must be able to perform as "Attendant" in all safety policies at any time.

## **PHYSICAL/MENTAL REQUIREMENTS**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the employee is regularly required to stand and walk. The employee frequently is required to use hands, to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Must be capable of turning, twisting, bending, and squatting for short periods of time in order to reach valves, read gauges and take instrumentation readings.
- Must be able to climb stairs, walk and be mobile approximately 90 percent of the time.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds (with assistance).

## **WORKING ENVIRONMENT**

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- Work could be considered hazardous due to being exposed to varying weather conditions, noxious odors, human and chemical waste, chlorine and sulfur dioxide gas.
- The noise level in the work environment is occasionally loud.

## **SAFETY FUNCTIONS**

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.

- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

**CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

**I have read and understand the contents of this job description, and I have received a copy of this job description for my records.**

**EMPLOYEE:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_