**CITY OF MARQUETTE HEIGHTS**

**JOB DESCRIPTION**

**Title: Water operator**

**Summary**

Performs Utility Plant operation work. The work involves maintaining, operating, and repairing equipment, machines and devices used in the water pumping and delivery system. Positions require appropriate Water Operator certification. Workers follow specific instructions and procedures and refer nonstandard situations or problems to others.

**Essential Job Functions**

* Operates and maintains all City run water treatment facilities that include water storage towers and distribution pumping systems.
* Monitors and maintains chemical levels in the water in compliance with applicable State and Federal regulations.
* Prepares records, logs, and reports in accordance with Federal, State, and local regulatory agencies.
* Trains, assists, and provides technical guidance to new personnel.
* Collects, transports, and analyzes water samples for compliance with a variety of water quality standards in accordance to the Safe Drinking Water Act.
* Transports and handles hazardous chemicals.
* Starts and stops well operation as needed.
* Monitors the safe and efficient operation of equipment; determines flaws, repairing and correcting minor flaws and reporting major defects.
* Reads meters and charts and prepares daily log.
* Calculates water flows.
* Performs routine cleaning and maintenance of equipment.
* Assists trainees in area of certification.
* Rebuilds chemical feed equipment.
* Distribution Plumbing Maintenance: repairing breaks, exercising valves, fire hydrant maintenance/ testing, etc.
* Customer Water Meter Installation/ Operation/ Maintenance
* Answering Customer Water & Wastewater Issue calls
* Maintain Wastewater Collection System Equipment (lift station pumps, valves & flow control systems)
* Read Water and Sewer Service maps for providing JULIE marking as necessary

**Other Duties**

Performs related work as required

**Knowledge, Abilities and Skills (These are pre-employment KASs that apply only to Essential Job Functions)**

Knowledge of –

* Methods and procedures of water system operation
* Rules and regulations pertaining to water process and control.
* The use and care of hand, power and other tools used in the work
* Principles of mechanics as applied to the equipment, machines and devices used in water systems

Ability to –

* Perform water operator duties efficiently
* Perform physically demanding work
* Use the tools and equipment of the work efficiently
* Follow oral and written instructions
* Deal with the public in a courteous manner
* Make mechanical adjustments and repair

**Required Qualifications** ***(Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis)***

**Training and/or Education**

High School Diploma or GED (required)

**Experience**

One year of Water Operations experience

**Licenses or Certificates**

Valid Class B Illinois CDL (recommended)

Class B Water Operator Certification from IEPA (required)

**Special Requirements**

None

**Physical Demands**

The work is regularly active with periods of heavy exertion and is performed in shop or field settings and outside. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items, and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**Unusual Demands**

Employees are subject to callback in emergencies.

Employees required to handle a variety of chemicals daily.