

WATER PLANT OPERATOR INFORMATION SHEET

Education:	High School Diploma or equivalent.
Work Shift:	AM Shift – 8:00 a.m. to 8:00 p.m. PM Shift – 8:00 p.m. to 8:00 a.m.
Pay Periods:	26 bi-weekly per year.
Holidays:	10 paid holidays.
Probationary Period:	Six months – performance at the end of the probation period will be evaluated by the Manager and Superintendent. Section VII of Personnel code will apply.
Salary:	Apprentice Operator: \$27.49/hr. Class D – B Operator: \$29.99/hr. Class A Operator: \$34.99/hr.
License Required:	No Public Water Supply Water System Operator Certification required.
Experience:	Basic knowledge of mechanical, plumbing and electrical systems desirable. Surface water treatment and/or water system maintenance desirable.
Vacation:	80 hours vacation 1-5 years of service. 120 hours vacation 6-10 years of service. 160 hours vacation 11 to 15 years of service. 176 hours vacation 16 to 20 years of service. 200 hours vacation after 20 years of service.
Sick Leave:	Accrues 8 hours per month. No cap for retirement purposes only. District will buy one-half of available sick leave hours up to a maximum of 336 hours upon retirement.
Personal Leave:	Eight hours will be granted every six months (Jul 1 – Dec 31 and Jan 1 – Jun 30) an employee does not use sick leave.
Longevity:	For each five years of completed service, the District will pay \$600.08 spread over 26 pay periods.
Health:	The District will provide major health insurance for the employee. Family members may be added at the expense of the employee. Current plan offered is HealthLink Open Access Plan (CMS Local Government Health).
Life Insurance:	Modern Woodmen life insurance policy paid by employer subject to physical exam. Sun Life Financial – short term disability paid by employer. NCPERS – Optional life insurance paid by employee.
Retirement:	Pension plan - Illinois Municipal Retirement Plan (IMRF), mandatory for permanent employees. IMRF voluntary additional - optional participation.
Drug Policy:	Employee will receive and sign a copy of the Drug Free Policy.
Sexual Harassment:	Employee will receive and sign a copy of the Sexual Harassment Policy.
Driver's License:	Employee must possess a valid Driver's License.
Christmas Club:	Optional participation.
Memorial Fund:	\$1.00 deducted each pay period to cover florist charges for hospitalizations and funerals.

JOB DESCRIPTION

WATER PLANT OPERATOR

PURPOSE OF THE POSITION

A Water Plant Operator is responsible for ensuring that the water plant and water distribution system continuously produces and delivers potable drinking water that is safe for consumption, pleasing to the senses, and meet the regulations set forth by the Illinois Environmental Protection Agency (IEPA).

RESPONSIBILITIES

1. Monitor water treatment plant operation:
 - a. Test water chemistry every 4 hours and complete daily operating reports.
 - b. Monitor proper operation of chemical feeders, pumps, and equipment to ensure continuous operation.
 - c. Perform periodic maintenance and repairs to equipment.
 - d. Make chemical feed adjustments based on parameters set forth by the Water Plant Superintendent and ensure chemical feeders are filled when necessary.
 - e. Perform any and all other duties that arise or may be assigned.
2. Monitor Distribution System operation:
 - a. Monitor distribution system through SCADA system, i.e. pressures, flows, tank levels, etc.
 - b. Start and stop pumps as needed to maintain water tank levels and distribution efficiency.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: An operator must have proficient knowledge in the following areas:

- a. Water sampling and testing techniques.
- b. Basic knowledge of mechanical, plumbing, and electrical systems
- c. Equipment and building maintenance and repairs.
- d. Efficient Water plant and system operation.
- e. Water main, valve, and hydrant repairs.

Skills: An operator must demonstrate the following skills:

- a. Proficient mechanical skills.
- b. Ability to operate and maintain water system efficiently.
- c. Possess self-leadership and management skills.
- d. Possess analytical and problem solving skills
- e. Be able to make at-the-moment decisions.
- f. Possess literacy skills to read and understand operation and maintenance manuals and complete daily operating reports.
- g. Possess good verbal communication skills
- h. Possess basic computer operation skills
- i. Possess effective public relations communication skills
- j. Be self motivated and possess efficient time management skills

Personal Attributes: An operator must also demonstrate the following personal attributes:

- a. Maintain professional standards of conduct and appearance.
- b. Be courteous and respectful to co-workers, customers, and the public
- c. Be willing to come in at any given moment to make emergency repairs
- d. Demonstrate dedication to the organization and the communities the District serves
- e. Demonstrate a solid personal work ethic and be self motivated

WORKING CONDITIONS

- a. Be willing to work any shift and available for emergency repairs at any given moment.
- b. Be willing to operate equipment, use power and hand tools, and assist with repairs.

Physical Demands:

A Water Plant Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment, and objects. The Operator will have to work in all types of weather conditions, and must be prepared for both extreme heat and cold. An operator is required to handle potentially dangerous materials and must be able to complete these activities in a safe and efficient manner to eliminate the possibility of contamination or infection to themselves or others. Annual safety training and proper use of personal protective equipment (PPE) training is required.

Environmental Demands:

A Water Plant Operator must be willing to work in all different weather conditions including extreme cold and extreme heat. He/she at times, may be exposed to dangerous and/or toxic substances and must take necessary precautions and use proper equipment to protect eyes, nose, skin, and others from irritation and infection.

Mental Demands

A Water Plant Operator must work independently and will be expected to work during the day and at night. He/she is expected to be able to perform all duties efficiently and be able to identify and report any problems that may arise