

Job Description: Water Operator (Laborer)

FLSA: Non-Exempt

Status: Part-time; Full-time

Supervisor: Water Operator Supervisor; Water Operator Superintendent

Location: 3324 w 137th St., May be required to travel up to 25%

Hours: 8:30a-12:30p; 11:30a-3:30p; 7:30a-3:30p

Overview

Under the direction of the Water Operator Supervisor and/or Water Superintendent. The water operator will be responsible for the maintenance and general operations of the drinking water and waste water for the Village of Robbins. This position requires technical skills, basic fundamental knowledge, and assertiveness to get the job done.

Job Duties/ Responsibilities

- Check water levels and pump operations
- Maintain water station records following policies and procedures for Water Operations
- Observe and inspect station quality of raw water and all plant equipment
- Collect water samples and send/ deliver to testing facility as directed
- Backwash filters as required
- Run routine water test/ inspections as needed
- Prepare daily/ weekly reports on station operations and controls
- Assist with minor maintenance on machinery, equipment, and facility grounds as directed
- Carry out meter reading programs as scheduled in accordance with Village policy
- Assist with preparing, distributing, and updating as necessary a contingency plan outlining a program for rapid response emergencies such as: power outages, water main breaks, system contaminations, etc.
- Accept residents, business owners, etc., complaints for the water department and meet strategically to address and/or correct concerns.
- Develop and operate a plan for wastewater operations including but not limited to procedures, emergencies, shut offs and inspections.
- Become active members of the Metropolitan Planning Council, American Water Works Association (AWWA), Metropolitan Water Reclamation District
- Other duties as assigned within the scope of the Water Department
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Knowledge/ Skills/Abilities

- Ability to carry, lift, push, pull, pick up, and put down 40-50 lbs. of material consistently.
- Flexible; Employee will be subject to emergency callouts as needed.
- Punctual- Must arrive to work on time daily maintaining a regular schedule and reliable attendance.
- Must be qualified and able to drive Village of Robbins owned vehicles or equipment as directed.
- Able to understand and follow verbal or written instructions.
- Able to attend and understand technical courses and material.

- Ability to assume responsibility for complete operation of treatment stations •
- Ability to meet and pass VOR laborer job functions physical questionnaire.
- Ability to work without direct supervision
- Ability to respond to water operations emergencies

Working Conditions (Environmental)

- Extreme Heat:
- Extreme Cold:
- Working Outdoors:
- Confine Spaces:
- Safety;
- Odors/ Chemicals:

The above list of duties/ responsibilities is not a complete list of all responsibilities, duties, skills, or functions held or performed by employees on the job. Employees may perform other related duties as assigned.

Experience and Training

- Previous experience working in municipal water operations (preferred)
- High school diploma or equivalent

Certifications

- Obtain a class D or better Water Operator Certification (OIT) within 18 months of employment

Conditions of Employment

- Successful completion of a pre-employment drug screen and/ or physical exam and subsequent random drug testing in accordance with Village policies.
- Have a maintain an active Illinois or Indiana Driver's License; Satisfactory Driving Record as well.
- Successful and Acceptable conviction records in compliance with Village policies and Local, State and Federal regulations.

