

VILLAGE OF HAMPSHIRE JOB DESCRIPTION

Utility Operator

<u>Department/Division:</u>	Public Works, Utilities
<u>Supervisor:</u>	Lead Utility Operator and Supervisor of Utilities
<u>Supervision Exercised:</u>	None
<u>Work Time:</u>	Full-time; 40 hours per week Normal hours: M-F, 7:00 AM – 3:30 PM Weekend hours and on-call duty on a rotating schedule
<u>Pay Range:</u>	\$22.74 – \$24.89

Summary: Under the direction of department leadership, the Utility Operator performs a variety of technical and manual work tasks associated with the maintenance and repair of the public water and wastewater systems. Work includes the operation and maintenance of treatment equipment, sample collection and analyses, and chemical handling.

Essential Job Duties:

- Assist in operation and maintenance of drinking water treatment and distribution system and facilities; treatment plant inspections, flushes hydrants, install meters, performs lab tests, etc.
- Assist in operation and maintenance of wastewater treatment, collection systems, and facilities; lift station inspections, sludge dewatering, sewer jetting, performs lab tests, etc.
- Perform preventative maintenance and minor repairs of equipment and facilities; may be assigned to do more extensive repair and maintenance.
- Perform duties and uses equipment safely and in accordance with departmental procedures and precautions.
- Maintain routine operational records.

Additional Duties and Responsibilities:

- Assist in snow plowing and ice control operations using CDL and/or non-CDL vehicles and equipment.
- Perform landscaping activities including mowing grass.
- Provide effective and efficient customer service; promotes and maintains responsive community relations.
- Contribute to a team environment by maintaining a positive attitude and complying with all safety policies and practices.
- Perform other duties as assigned.

Qualifications:*Education/Training*

- Requires a high school diploma or equivalent.
- Must possess a valid Illinois Commercial Driver's License or be able to obtain a CDL within 120 days of hire and maintain licensure during term of employment.

Experience/Skills

- Must be at least 18 years of age.
- Experience in positions with similar duties is preferred but not required. Individuals will be provided training in all aspects of day-to-day operations.

Desired Areas of Knowledge:

- Water quality and treatment Building trade experience or mechanical aptitude
- SCADA systems familiarity
- General computer and office products

Work Environment: The Utility Operator works both indoors and outdoors in all weather conditions near moving mechanical parts and in wet and humid conditions. Hours may include early morning, late night, and weekend hours in addition to regular scheduled work hours. Elevated noise levels are common (hearing protection provided). Frequent moderate to strenuous physical effort is required to perform duties under variable conditions. Occasionally required to push/pull objects weighing up to 100 pounds. Occasionally required to lift/carry objects weighing up to 50 pounds. Physical activity, flexibility, dexterity, and good vision are important.

Pre-employment physical and drug testing is required as a condition of employment.

This position is subject to random drug and/or alcohol testing.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requires change.