NOW HIRING
Lead Operator
Glenbard Wastewater Authority

Salary	$36.87 - $51.61 Hourly	**Location**	945 Bemis Road, Glen Ellyn, IL
Status	Full-Time, Non-Exempt	**Job ID**	20-26 Lead Operator - GWA

DESCRIPTION:

The Glenbard Wastewater Authority (GWA) is seeking qualified candidates for the full-time position of Lead Operator. The job duties of the Lead Operator include but are not limited to perform plant operational duties: to lead the department in the absence of the Operations Superintendent; to provide operator services at the Glenbard Wastewater Authority (GWA) wastewater plant, the GWA stormwater treatment plant, and lift stations as necessary; to oversee part-time operational staff; to be responsible for organizing facility tours and open houses; to perform light maintenance work as needed; and to assist the Operations Superintendent in other duties as directed

ESSENTIAL FUNCTIONS:

- Lead the Operations Department in the absence of the Operations Superintendent
- Oversee the Part-Time Operators, Part-Time Laborer, and Seasonal Workers
- Operate wastewater treatment equipment, equipment components and process to control flow and processing of wastewater and biosolids.
- Observe variations in operating conditions and interprets meter and gauge readings and test results to determine process requirements and adjustments.
- Operate gates, valves, pumps and other operating equipment either manually, automatically, or remotely.
- Operate and maintain power generating equipment.
- Adjust feed rates of chemicals used in conditioning biosolids to provide optimum production.
- Collect permit required samples and process samples for the NPDES, Pretreatment, or Biosolids regulations.
- Conduct laboratory analysis for process control as well as NPDES required fecal coliforms.
- Perform preventative maintenance tasks and activities; assist mechanical or electrical maintenance personnel when assigned.
- Execute plant Standard Operating Procedures (SOP's);
- Locate source of trouble, diagnoses trouble conditions, and report malfunctions and potential remedies to the Operations Superintendent, Assistant Director or Executive Director when required.
- Record the daily data, interpret that data, and work to solve any discrepancy discovered.
- Prepare and update plant Standard Operating Procedures (SOPs).
- Assist the Operations Superintendent in other duties such as invoice approvals, soliciting quotes, payroll approvals, or otherwise as directed
- Exercise technical supervision over subordinate Part-Time Operational Staff for operational/laboratory related tasks; perform the Employee Performance Evaluation on those staff members.
- Train operations, maintenance, and electrical employees regarding the proper use of and operation of equipment; ensure that safety practices are understood for handling all equipment and machinery.
- Update and maintain the operational work plan with full utilization of CMMS (e.g., OpWorks, MVP Plant, etc.)
- Organize Facility Tours for outside groups, such as; schools, community groups, residents, etc.

QUALIFICATION REQUIREMENTS:

Education and Experience: Qualified candidates must possess a high school diploma or equivalent, supplemented by additional training in wastewater treatment plant operations, and have six (6) to eight (8) years of experience in wastewater treatment plant operations.

Licenses and Certifications:
Candidates must possess a valid Illinois Environmental Protection Agency (IEPA) Class 1 Wastewater Operator Certification and hold, or be able to obtain, required safety certifications and training, including First Aid, CPR, confined space entry, and other applicable safety requirements. A valid Illinois Class A Commercial Driver's License (CDL) must be obtained within one (1) year of employment.

Technical Skills:
Candidates must demonstrate proficiency in the use of computers and related technology, including Microsoft Office applications such as Word, Excel, and Outlook.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Must be able to work in malodorous, nauseating and dangerous work conditions. Must be able to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc.

WORK SCHEDULE

The general work schedule is Monday-Friday, 7:00 am to 3:30 pm. Must also be able to respond to after-hours call-ins as part of a mandatory on-call rotation, work weekends and holidays when needed and be prepared for and confront emergency conditions as necessary.

SALARY/BENEFITS:

This is a full-time, non-exempt position with full benefits and participation in the Illinois Municipal Retirement Fund (IMRF), a defined benefit retirement plan. Our comprehensive benefits package also includes health, dental, and vision insurance, life/AD&D coverage, flexible spending, transit, a 457 deferred compensation plan, paid time off, a wellness incentive program, and tuition reimbursement. **Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement. The current salary range for this position is $76,681 to $107,353 (Grade K). Expected starting salary +/- $92,017 DOQ**

HOW TO APPLY:

1. Interested candidates should submit a resume, cover letter and employment application (click here) to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined**.
2. Applicants must indicate (**Job ID: #20-26 Lead Operator)** in the email subject line.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.
4. The position is open until filled. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE GLENBARD WASTEWATER AUTHORITY IS
AN EQUAL OPPORTUNITY EMPLOYER