



David Pileski Mayor
Jennifer Theodore Village Clerk

Village of Roselle
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Roselle, Illinois 60172-2023
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LEAD WASTEWATER OPERATOR PUBLIC WORKS DEPARTMENT

The Village of Roselle, Illinois (22,897) seeks a full-time Lead Wastewater Operator in the Public Works Department. The position oversees and leads crews, performs technical and physical work on the operation, construction, maintenance, repair and installation of Village infrastructure including wastewater facilities, lift stations and sanitary collection system.

What You'll Do:

- **Wastewater Plant Operations:** Monitor, operate and adjust the wastewater treatment process in accordance with all applicable laws and EPA regulations. Maintain, inspect and repair pumps, motors, valves and other systems throughout the treatment plant.
- **Lift Station & Sanitary Collection System:** Maintain, inspect and repair lift stations, sanitary collection system sewer jet, vacuum trucks, closed circuit televising equipment, heavy and light duty equipment and other related items.
- **Construction & General Public Works Tasks:** Perform construction and maintenance tasks such as truck driving, excavating, and working on sanitary sewers, storm sewers, and water mains. Perform snow and ice removal operations.

What We're Looking For:

Our ideal candidate has:

- High school diploma, GED, or equivalent.
- Valid driver's license with a CDL endorsement, or the ability to obtain a CDL within (6) months (CDL training will be provided at no cost to the candidate through the Village's training program).
- At least five (6) years of experience in wastewater treatment plant operation/maintenance experience, sanitary collection system maintenance, public works and/or construction industry or an equivalent combination of training and/or experience.
- Knowledge of the regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal wastewater treatment, lift stations and sanitary collection facilities, equipment, and systems.
- Possession of at least a Class II Wastewater Treatment Plant Operator's Certificate (as issued or recognized by the Illinois EPA), or receipt of one within twelve (12) months of commencing employment or transfer into position. (Training will be provided at no cost to the candidate through the Village's training program). At time of application desired Class III Wastewater Treatment Plant Operator's Certificate, with a minimum of Class IV Wastewater Treatment Plant Operator's Certificate required.

What We Offer:

This role comes with a competitive salary range of **\$71,236 – 95,676**. This position, which is a member of Operating Engineers, Local 150 union, receives comprehensive benefits including paid time off, pension, and health and life insurance. You will be joining an organization that values collaboration, growth and learning, respect for others, taking pride



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in work, and ensuring quality services. Ready to take the next step? **Apply now by** submitting a cover letter highlighting your interest in this position, qualifications and other relevant work-related experiences demonstrating the ability to be Lead Wastewater Operator to the Public Works Director. **Deadline:** Open Until Filled

Village of Roselle Position Description 	Job Title	Lead Wastewater Operator
	Department	Public Works
	Employment Status	Full Time
	FLSA Status	Non-Exempt
	Union	International Union of Operating Engineers, Local 150
	Date Approved/Revised	April 26, 2022

Scope of Work

This position serves as the lead worker assisting in overseeing and leading crews in the operation, maintenance, repairs and construction of wastewater facilities, lift stations and/or the sanitary collection system to ensure efficient treatment and proper operation and maintenance as well as the system's supervisory control and data acquisition (SCADA). This position is responsible for the operation of excavation equipment, other specialized equipment and related tools and machinery. This position exercises considerable on-site independence in determining how to accomplish assigned tasks and is responsible and accountable for efficient assignment of workers and use of resources.

This work involves participating in and leading the activities of a group workers with varying skill levels workers in a variety of construction, operation, maintenance, and repairs. Work may also include minor maintenance of buildings and other public amenities. Duties include recommending improved methods and procedures for more efficient methods and procedures and assisting in overseeing the work of other employees and contracted work.

Technical assistance is available from the Village's engineering staff. The incumbent assures that crew members perform quality work on a timely basis, providing them with technical assistance and direction as part of an on-the-job training. This employee takes charge of assuring that the proper materials, supplies, equipment, and workers arrive at the work site and assures the crews work effectively to complete the assigned project or activity.

This work involves receiving and responding to services requests, inquiries, and complaints from internal and external customers such as employees, residents and contractors. This position may be required to work weekends, holidays, and overtime and will be on-call to respond to emergencies, as needed.

Supervision

Received	Public Works Manager and/or other management personnel in the Public Works Department
Exercised	Direction and oversight is provided to crew members and contractors performing work

Essential Job Functions

- Performs a variety of skilled operation, maintenance, repair, and construction work. Directly involved in maintenance and construction activities. Maintains a basic operating knowledge of all equipment within the Public Works Department and assures staff is properly trained in the use of equipment and in the proper work practices, application of standard maintenance/repair method, techniques, procedures, and safety in the workplace. Assists with conducting and coordinating training for department personnel.
- Anticipates existing or potential problems, circumstances, activities, or events that may affect the division and keeps management apprised.
- Assists in directing the regular operation, maintenance, cleaning and/or replacement of Village's infrastructure.
- Ensures equipment, labor force, and materials are delivered on time to each work site.
- Provides feedback regarding preventative maintenance programs and a system for rapid response to citizen complaints.
- Assists with ensuring the equipment is appropriately maintained and is kept in proper operating condition. Routinely inspects equipment and facilities and addresses deficiencies or provides recommendations for improvements. Assists in recommending new equipment purchases and/or changes in existing equipment.
- Stays abreast of new trends and innovations in public works and all associated regulations, policies, and laws.
- Gathers information, uses facts, data, and quantitative measurements to assess outcomes, proposes solutions, tracks quality, and enables improvement. Makes appropriate judgments and/or decisions and uses resources efficiently and effectively.
- Assists with monitoring the underground locating (JULIE) system requests and performs locates as required.
- May serve on various committees as assigned.
- Provides feedback to Public Works Manager regarding employee performance. May participate in the interview process for divisional employees.
- Reports personnel issues to the Public Works Manager and assists in resolving conflicts within the division.
- Assists in preparing, coordinating, and reviewing quotes, proposals, and estimates for contract work, materials, and equipment.
- Assists in providing feedback regarding potential budget needs for various projects, equipment, capital improvements, or other divisional needs in the annual budget including the development of budget request forms.
- Assists with forecasting operational needs and assists with ordering of supplies, materials, and equipment for the division.
- Assists with ensuring projects undertaken stay within budgetary limits; ensures Departmental quality and productivity standards are met. Coordinates projects with other departments, agencies, contractors, public, etc. Assists in overseeing and monitoring the work of contractors.
- Communicates risk policies, procedures, and processes; assists in overseeing work activities to ensure that they are performed safely in accordance with loss control policies and applicable regulations.; assists in providing safety education and training. Ensures crew safety and adequate work site protections are in place through maintaining an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks. Adheres to all department, Village safety policies, and safe work practices.
- May participate on Department's safety committee and/or accident review committee.

Essential Job Functions (Continued)

- Assists in preparing, completing, and maintaining a variety of reports, records, forms, and correspondence. Provides feedback regarding performance evaluations. Assists in maintaining records regarding labor force, equipment, and materials. Assists in preparing and maintaining schedules.
- Provides input, maintains, enforces, and implements work processes, policies, programs, procedures, and methods to maximize operational effectiveness and efficiency.
- Maintains a thorough knowledge of the organization's policies and procedures, employee manual, labor contracts, Department's Standard Operating Procedures and Safety Practices.
- Assists in carrying out work priorities for emergency and scheduled repair projects.
- Provides effective and efficient customer service; promotes and maintains responsive community relations. Investigates service concerns and deals directly with the public and/or staff to resolve service disputes and provides the highest quality of service in an impartial manner within the policies and framework established by the Village. Promotes a positive Village image, constructive working environment, and fosters pride and professionalism in the workplace and community. Communicates directly and often face-to-face with customers on a wide range of public works issues; prepares service requests to resolve problems.
- Operates construction and maintenance equipment such as backhoe, front end loader, dump truck, vac-con, snowplow and various other equipment for a variety of maintenance and construction operations.
- Leads crews and performs work during the operation, maintenance, repair and installation of sanitary main, service line breaks, and other related appurtenances. Installs proper traffic channelization cones and protection devices to protect crew work operations on work sites.
- Performs mathematical calculations to determine proper operating performance and load capacities for various equipment and field construction applications.
- Performs additional construction and maintenance tasks such as truck driving, excavating, maintaining public right-of-way including catch basins, storm sewers, water main, and sanitary sewers.
- Performs snow and ice control duties as required, including plowing snow and spreading sand and salt, or any additional village wide programs.
- Enters and works in permitted confined spaces.
- Operates and maintains the Village's wastewater system's supervisory control and data acquisition (SCADA) system to ensure proper operating processes functions.
- Monitors, maintains, collects samples and operates equipment in the wastewater treatment process and collection system in accordance with all applicable laws and EPA regulations. Perform visual inspections of machinery, equipment, and control panels for defects and breakdowns, taking corrective actions where appropriate. Make necessary process control adjustments as needed based on knowledge of unit process controls and/or lab results. Report equipment malfunctions and process abnormalities. Adjusts various machinery and equipment to insure proper and efficient operation of the plant. Recommends to the Public Works Manager and/or Foreman methods and procedures for more efficient plant, lift station and collection operations.
- Perform preventative and corrective maintenance tasks on equipment and machinery including but not limited to greasing and changing oil. Repairing pumps, motors, compressors, aerators, and filters. Repair and maintain meters, gauges, gear reducers, and other plant equipment.
- Oversees and assists plant operators engaged in the operation, maintenance and mechanical repair of plant equipment and facilities, including skilled mechanical and minor electrical work.
- Analyzes and interprets various plant reports and charts. Assists Public Works Manager in compiling all required data for monthly EPA reports, daily activity records, and equipment repair reports.

Other Job Functions

- Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Public Works Director.
 - Participating in proactive team efforts to achieve departmental and Village-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
- Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
- Participation in scheduled weekend and holiday overtime activities.
- Performs related Public Works duties as assigned in a wide variety of weather conditions and exposure to the elements to include snow and ice control, water main repairs, sanitary sewer repairs, and other duties or additional village-wide programs.
- Assist with the inspection, operation, and maintenance of the sanitary sewer collection system and associated lift stations.
- Assist with compiling all required data for monthly EPA reports, daily activity records, and equipment repair reports.
- Performs other duties as required or assigned.

Requirements of Work

Graduation from a standard vocational high school program (or GED) required. Possess vocational/technical training in wastewater treatment plant operation, construction, public works, or maintenance and repair field; or any equivalent combination of training and experience which provides the following knowledge, ability and skills: The necessary knowledge and experience in the operation of a municipal biological wastewater treatment plant; or an equivalent combination of training and/or experience.

Knowledge of

- Regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal wastewater treatment plant operations, lift stations and collection system facilities, equipment and systems.
- Principles, practices and methods used in wastewater treatment plant operations and collection systems. Working knowledge of the laws, rules, and ordinances governing wastewater systems.
- Operation, methods, practices, tools, and materials used in the mechanical maintenance and repair of pumps, blowers, valves, and related equipment. Basic principles and practices for the operation, maintenance and repair of mechanical, electrical and hydraulic systems used in treatment plants and collection systems.
- Preventative maintenance practices applicable to treatment plant equipment.
- Laboratory testing and sampling processes and expected results related to the regulatory requirements for effluent quality.
- Sludge processing biology (aerobic and anaerobic) and of the techniques used to correct bacterial system damage to maintain or restore biological process balance.
- Principles, practices, policies, procedures, methods, tools and materials used in municipal public works operations.
- Principles and practices of effective supervision and facilities management.

Requirements of Work (Continued)

Knowledge of (continued)	• Applicable safety procedures and precautions. • Traffic regulations, laws, ordinances, and rules. • Occupational hazards involved, applicable safety procedures and the precautions necessary, to safely conduct operations. Ability to enforce said standards as required. • Applicable local, state and federal laws and regulations. • Infrastructure maintenance and construction methods, operations, techniques, material needs, and staffing requirements. • Methods and techniques used to supervise and motivate labor and trades workers. General Public Works labor activities.
Ability to	• Plan, organize, oversee and lead work operations and a group of subordinate workers in a manner conducive to full performance and high morale. • Understand and follow verbal and written instructions and communicate effectively, both orally and in writing. • Establish and maintain effective working relationships with peers, subordinates, staff, supervisor, management, regulatory agencies/officials, other governmental units and the general public. • Read and understand engineering plans, specifications, blueprints, diagrams and as-built drawings. • Critically analyze process problems and use sound judgement in arriving at an effective and appropriate solution. • Keep accurate records and prepare routine reports from such records. • Perform semi-skilled labor for protracted periods of time. • Operate construction and heavy equipment such as skid steers, backhoes and end loaders. Operate a variety of hand and power tools and equipment. • Work independently in the absence of supervision. • Learn, understand, and apply pertinent laws, rules, and regulations. • Handle multiple tasks simultaneously and in a timely manner. • Prioritize, organize and delegate assignments in a timely manner. • Use technology including computers and software. • Make decisions, recognize established precedents and practices, and to use resourcefulness in meeting new or unanticipated problems.
Skill in	• Using staff and equipment effectively and efficiently in order to address and complete all assigned tasks. • Using basic repair tools and procedures and operating/controlling the actions of equipment, machinery, tools, and/or materials used in performing job functions. • A wide variety of construction and maintenance techniques. • Using computer hardware and software, including effectively utilizing Microsoft Word, Excel, PowerPoint, Outlook, GIS, email, calendar, job specific software, etc. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so. • Working cooperatively with others including the public, elected officials, and other Village employees.

Necessary Special Requirements

- High school diploma or equivalent.
- Minimum of six (6) years of wastewater treatment plant operation and maintenance experience.
- Knowledge of the regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal wastewater treatment, lift stations and sanitary collection facilities, equipment and systems.
- Possession of at least a Class II Wastewater Treatment Plant Operator's Certificate (as issued or recognized by the Illinois EPA), or receipt of one within twelve (12) months of commencing employment or transfer into position. Desired Class III Wastewater Treatment Plant Operator's Certificate, with a minimum of Class IV Wastewater Treatment Plan Operator's Certificate required at time of application and commencing employment.
- Possess and maintain a valid Illinois Motor Vehicle Operator's License.
- Possess a current and valid Illinois commercial (CDL) motor vehicle operator's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment. Possession of a CDL is a condition of ongoing employment. Training will be provided.
- Pass a work related physical proficiency test and pre-employment physical examination and drug and alcohol screen.
- Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.
- National Incident Management System (NIMS) training as required.

Physical Demands

Standard

Physical ability to:

- Sit, stand, walk, climb, balance, stoop, kneel, bend, crouch, crawl, smell and other continuous physical activity; using heavy power assisted tools and/or working in very awkward positions frequently.
- Reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
- See close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

Position Specific

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoor environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc. including:

Physical Demands (Continued)

- Work is performed in an office, wastewater facilities, lift stations, residences, commercial buildings, and an outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. Ability to smell sewer gases, Nicor/natural gas problems and other hazardous odors.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must be able to routinely lift and/or move more than 50 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions. The employee regularly works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, disease and smoke, extreme cold, extreme heat, and vibration.
- Physical activity involving sitting, standing, walking, balancing, bending, crouching, crawling, climbing, kneeling, pushing, pulling, reaching, rotating, squatting, stepping, stooping, twisting and/or working in very awkward positions frequently.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Includes physical activity involving reaching with hands and arms for an extended period. Hand-eye coordination is necessary to operate various pieces of equipment. While performing the duties of this job, the employee often uses heavy power assisted tools and/or works in awkward positions.
- Physical working conditions may provide exposure to vibration while inspection of, working on or operating a piece of equipment.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- Primary functions require the employee to be fully ambulatory and possess physical dexterity to work in a field environment.
- Physical working conditions that may require work with manholes and/or confined spaces.
- Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space. Ability to see and accurately read fine print in low lighting conditions, such as gauges.