



## JOB POSTING

The **City of Country Club Hills** is now accepting applications for the following **Full-Time** position vacancy:

# WATER OPERATOR

**Position Summary:** The Water Operator will maintain the water treatment and distribution system while responsible for the proper operation and maintenance of the sanitary sewer system.

### Essential Duties/Responsibilities:

- Maintain records of water production and usage
- Knowledge of installing and maintaining water meters and remotes
- Monitor SCADA (supervisory control and data acquisition) system
- Document daily readings on all meters
- Collect water samples per IEAP requirements
- Maintain records of service calls and inspect waste water
- Operate chlorinators, pumps and related equipment
- Maintain and flush fire hydrants to assure operating effectiveness
- Ensure all water valves are in operating condition
- Operate and use all locating equipment
- Respond to complaints related to sewer and water
- Turn water on and off for repairs and delinquent accounts
- Assist in snow removal as directed
- Performs other duties as assigned

### Required Skills/Abilities:

- Knowledge of SCADA (supervisory control and data acquisition)
- Knowledge of materials, tools and equipment used in water meter and remote installation testing and repair
- Ability to work weekends as assigned and available for emergencies 24/7, including but not limited to, snowfall, floods, fallen trees or as directed by the supervisor
- Proficient in Microsoft Office Suite and related water software
- Excellent verbal and written communication skills
- Ability to follow written/oral instructions and work within a chain of command
- Excellent organizational skills and attention to detail
- Ability to establish and maintain effective working relationships with associates and residents
- General knowledge of the geography and street locations of the City
- Ability to work outside in extreme climates
- Consistently maintain a high standard of safety while wearing required safety equipment

**Required Minimum Qualifications:****Education and Experience:**

- High school diploma or equivalent required (GED)
- A minimum of (2) years of experience and maintenance of a municipal water and sewer system
- Class B Driver's License
- Class C Water Operator's License

**Physical Requirements:**

- To successfully perform the essential functions of the job, the employee must be able to stand walk and kneel. The employee must be able to see, hear, use hands and fingers to feel, grasp, handle and operate objects or controls. The employee may be required to climb, balance, stoop, kneel, crawl, push, pull, twist above the waist, bend at the waist, climb ladders and enter tight spaces
- Must be physically able to lift up to 50lbs at a time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

**Work Environment:**

- While performing the duties of this job, the employee will be exposed to various weather conditions associated with working outdoors, i.e., rain, cold, heat and wind. The noise level is moderate to high
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

If you are interested, submit a completed application to Patricia Hutson, City Clerk  
4200 W. 183<sup>rd</sup> Street, Country Club Hills, IL 60478, ([phutson@countryclubhills.org](mailto:phutson@countryclubhills.org))  
**EOE M/F/D/V/SO**