



JOB POSTING

May 19, 2023

The **City of Country Club Hills** is now accepting applications for the following union **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 EPA requirements
- Maintain records of service calls and inspect waste water
- Operate chlorinators, pumps and related 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/ 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 accommodation 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
- Must successfully pass drug and background check in accordance with company policy
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job

Salary Range: \$45,000-\$70,000 annually (salary commensurate with experience)

Benefits Offered:

- Insurance: Medical, vision and dental plans
- Retirement Plans: Illinois Municipal Retirement Fund (IMRF) and deferred compensation plan
- Paid Time Off: Vacation, sick, personal and paid holidays
- Additional Benefits: Life Insurance and wellness programs

APPLICATION DEADLINE IS OPEN UNTIL FILLED

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

