



**Position Recruitment Notification  
For Internal & External Candidates**

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<b>Job Classification:</b>	<b>Water &amp; Sewer Worker I</b>
<b>Department/Division</b>	Public Works
<b>Employment Status:</b>	Full-time
<b>Hourly Salary:</b>	\$25.45/hr. probationary rate; \$28.26 after probation
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	SEIU
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>March 22, 2019</b>

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**POSITION SUMMARY:**

This is a single class position under the direction of the Water and Sewer Superintendent. This position will perform a wide variety of semi-skilled and skilled tasks in the construction, repair, cleaning and maintenance of Village water and sewer systems, metering equipment, traffic control devices and all related facilities. Employees in this class are subject to 24 hour call outs. Must have a CDL driver's license and be able to travel from site to site; some exposure to dust and noise; exposure to hot, cold, wet, humid or windy conditions caused by the weather; some heavy lifting, standing, climbing and may work at heights.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [HR@oak-park.us/jobs](mailto:HR@oak-park.us/jobs); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## WATER & SEWER WORKER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, perform a wide variety of semi-skilled and skilled tasks in the construction, repair, cleaning and maintenance of Village water and sewer systems, metering equipment, traffic control devices and all related facilities. Employees in this class are subject to 24 hour call outs.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level class within the Water & Sewer Worker series. Employees within this class are distinguished from the Water & Sewer Worker II by the performance of more routine duties. Employees must be able to operate all heavy equipment. Employees at this level receive instructions or assistance as new or unusual situations arise and are expected to exercise proper judgement in selecting work methods and in planning details of the work tasks. Experienced employees at this level may perform as a Lead Worker on designated work assignments.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

### **Essential duties and responsibilities**

#### Safety

1. Utilize proper safety work practices related to all work performed, including Personal Protective Equipment (PPE), shoring, confined spaces and other safety related equipment and procedures; direct and control traffic around work sites utilizing proper work zone traffic control per IDOT standards.

#### Equipment and Operations

2. Ability to operate construction and maintenance equipment such as dump trucks, front end loader, backhoe, skid steer, vactor, sewer jetter, compressors.
3. Ability to operate jack-hammers, concrete saws, sewer rodder, sewer tv equipment; maintain hand tools and assigned equipment; identify equipment needs for each assigned project.
4. Ability to perform snow removal and ice control duties as required.

#### Customer Service

5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

#### Sewer System Maintenance

6. Work as part of a sewer maintenance crew; inspect and clear obstructions from storm drains, sewer lines; make sewer line connections; flush and televise sewers.



## **WATER & SEWER WORKER I**

### Water System Maintenance

7. Perform the installation and maintenance of pipe laying and pipeline repairs, repair of water mains, water services, fire hydrants and valves; flush main water line and hydrants as necessary.
8. Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
9. Ability to exercise, inspect and locate difficulties on valves throughout the water distribution system.
10. Ability to make service connections; tap main lines and boring for service installation; replace customer service lines in accordance with State Plumbing Codes, Illinois EPA Regulations and the Standard Specifications for Water & Sewer Construction in Illinois.
11. Ability to inspect, diagnose, repair and locate mechanical difficulties on a variety of mechanical equipment including water meters, remote meter reading systems.

### Locating and Recordkeeping

12. Ability to locate and mark underground utilities.
13. Accurately measure and record location of new underground facilities (water/sewer lines) and meter cards.

## **QUALIFICATIONS**

### **Knowledge of:**

Occupational hazards and standard safety practices.

Methods and techniques general construction, maintenance and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

### **Ability to:**

Perform unskilled and semi-skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.  
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.



## WATER & SEWER WORKER I

Perform heavy manual labor.

Work independently in the absence of supervision. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking or standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance

Work overtime as operations require

### **Experience and Training Guidelines**

**Experience:** One year of general construction maintenance experience performing field maintenance work within the area of responsibility. **AND**

**Training:** Equivalent to the completion of the twelfth grade.

**License or Certificate:** Possession of an appropriate, valid CDL driver's license.

### **WORKING CONDITIONS**

Travel from site to site; some exposure to dust and noise; exposure to hot, cold, wet, humid, or windy conditions, caused by the weather; some heavy lifting, standing, climbing; may work at heights.