VILLAGE OF HAMPSHIRE JOB DESCRIPTION

UTILITY OPERATOR

Title: Utility Operator

Department/Division: Utilities Division, Public Works

Compensation: $26.76 - $37.75 hourly

Work Time: Full-time; 40 hours per week
Normal hours: M-F, 7:00 AM – 3:30 PM
Weekend hours and on call duty on a rotating schedule

Summary: Under the direction of the Utilities Supervisor, performs a variety of technical and manual work tasks associated with the operation and maintenance of the public drinking water and wastewater systems. Work includes the operation and maintenance of treatment equipment, sample collection and analyses, and chemical handling.

Essential Job Duties:
- Assists in operation and maintenance of drinking water treatment and distribution system and facilities; Treatment plants inspection, flushes hydrants, install meters, performs lab tests, etc.
- Assists in operation and maintenance of wastewater treatment plant, collection systems, and facilities; lift stations inspection, sludge dewatering, sewer jetting, performs lab tests, etc.
- Performs preventative maintenance and minor repairs of equipment and facilities; may be assigned to do more extensive repair and maintenance.
- Performs duties and uses equipment safely and in accordance with departmental procedures and precautions.
- Maintains routine operational records.

Additional Duties and Responsibilities:
- Assists in snow plowing and ice control operations using CDL and/or non-CDL vehicles and equipment.
- Performs landscaping activities including mowing grass
- Provides effective and efficient customer service; promotes and maintains responsive community relations
- Contributes to a team environment by maintaining a positive attitude and complying with all safety policies and practices
- Performs other duties as assigned

Qualifications:
Education/Training
- Requires a high school diploma or equivalent
- Must possess a valid Class B Illinois Commercial Driver's License with an airbrake endorsement.

Experience/Skills
- Must be at least 18 years of age
- Experience in positions with similar duties is preferred but not required. Individuals will be provided training in all aspects of day-to-day operations.

Desired Areas of Knowledge:
- Water quality and treatment (licensing preferred)
- Building trade experience or mechanical aptitude
- SCADA systems familiarity
- General computer and office products

Compensation: The Utility Operator is a non-exempt, hourly position. Hourly wage of $26.76 to $37.75. Placement within wage step schedule depends on experience, education, and training. This position is eligible for a comprehensive benefits package including health, dental, basic life/accidental death and dismemberment insurance, retirement plans, employee assistance program and a variety of voluntary benefits.

Work Environment: The Utility Operator works in both indoors and outdoors in all weather conditions near moving mechanical parts and in wet and humid conditions. Hours may include early morning, late night and weekend hours in addition to regular scheduled work hours. Elevated noise levels are common (hearing protection provided). Frequent moderate to strenuous physical effort is required to perform duties under variable conditions. Occasionally required to push/pull objects weighing up to 100 pounds. Occasionally required to lift/carry objects weighing up to 50 pounds. Physical activity, flexibility, dexterity, and good vision are important.

Pre-employment physical and drug testing is required as a condition of employment.

This position is subject to random drug and/or alcohol testing.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requires change.