

City of Mascoutah

JOB DESCRIPTION

Title: Water Operator
Department: Water/Sewer Department
Reports to: Department Foreman and the Public Works Director
Status: Full-Time
Supervision Duties: N/A

QUALIFICATIONS:

- Knowledge of tools, materials, methods and procedures used in maintenance, installation and repair of water distribution systems and wastewater collection systems.
- Experience operating light and heavy equipment.
- Knowledge of OSHA safety principles and practices.
- Knowledge of basic computer skills.
- Ability to work without direct supervision.
- Ability to work effectively with the general public
- Ability to use tools and equipment properly.
- Ability to communicate in oral and written form.
- Ability to establish and maintain effective working relationships with department heads and employees.
- Ability to maintain written records and prepare reports.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- 3-5 years work experience in a related trade.
- 3-5 years work experience operating light and heavy equipment.
- Water and/or Wastewater Operator training preferred.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Install, repair and maintain City owned water lines, sewer lines, water services and sewer manholes.
- Install and replace water meters.
- Respond to afterhours emergencies when needed.
- Maintain the City's various lift stations, pump houses, storage tanks and towers.
- Operate light and heavy equipment.
- Help with the operation of the City's sewer plant when needed.
- Locate City owned water and sewer lines.
- Take required water and wastewater samples.
- Respond to customer water quality inquiries.
- Maintain records and prepare reports.

CERTIFICATES, LICENSES, REGISTRATIONS:

- “Class B” Commercial Driver’s License.
- “Class D” Water Operators License or ability to obtain one within the first 2 years of employment.

PHYSICAL DEMANDS:

- Must be able to drive a vehicle on a daily basis.
- Ability to operate light to heavy equipment and tools.
- Requires prolonged walking, balancing and feeling; occasional climbing, standing, sitting, kneeling, stooping and crouching, pushing and grasping in the performance of daily activities.
- Requires varying levels of concentration of attention.
- Requires visual and hearing interpretation.
- Must to able to handle up to and over 60 pounds of material rarely, up to 30 pounds of material occasionally and up to 15 pounds frequently.
- Must be able to move material by hand continuously, by truck frequently and by forklift and crane hoist rarely.
- Must to able to lift 50 pounds chest high.

WORK ENVIRONMENT:

- Ability to perform indoor and outdoor duties.
- Work in exposed to extreme cold occasionally
- Hazards include proximity to moving mechanical parts, vibration, electrical current, working on scaffolding and high places, noise, exposure to high heat, exposure to chemicals.
- May be subjected to conditions including fumes, odors, dust, gases, oils or poor ventilation. Exposure is not strong enough to be disagreeable.
- Requires daily local travel.
- Ability to perform job duties and responsibilities during emergency stressful situations and under extreme weather conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.



City of Mascoutah

3 West Main Street
Mascoutah, IL 62258-2030
(618) 566-2964
Fax: (618) 566-4897
Email: info@Mascoutah.com



Equal
Opportunity
Employer

Application For
Employment

Personal Information

Date:

Name (Last Name First)		Social Security No. _____	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No. ()	()	Referred By	

Employment Desired

Position	Date You Can Start	Salary Desired
Are You Currently Employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so, may we inquire of your present employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been employed by the City of Mascoutah? If so, what position?		<input type="checkbox"/> YES <input type="checkbox"/> NO

Education History

Name & Location of School	Year Attended	Did you graduate?	Subjects Studied
High School			
College			
Trade, business or Correspondence School			

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.	
U.S. Military Service	Rank

Former Employers (List last four employers; start with your present or last employer.)

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Job Title		Supervisor	
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Job Title		Supervisor	
Reason for Leaving			

References Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Phone No.	Business

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

By signing this application I am giving my consent for a pre-employment drug screening test and criminal background check (excluding expunged juvenile records).

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

DATE _____ SIGNATURE _____