

HELP WANTED – CLASS A LICENSED WATER OPERATOR

The City of Pinckneyville is seeking a Class A licensed water operator for its treatment plant facilities. For more information contact Commissioner Rick Cicardi at 618-790-4412 or via email to rick.cicardi@pinckneyvillecity.com. Apply/send resume to City of Pinckneyville, ATTN: Rick Cicardi, 104 S. Walnut Street, Pinckneyville, IL 62274 or email to address above.

Job Title: Licensed Operator (Class A)– Water Distribution System & Treatment Plants (Responsible Operator In Charge)/Lab

Department: Public Property -- Including Water, Sewer, & Natural Gas; Municipal Pool; & Other Properties.

Job Summary:

Responsible for performing effective and efficient daily operations for the municipal water plants, including the laboratory and the water distribution system. Sample duties include instructing operators and performing related administrative functions; performing water distribution and treatment operations and related recordkeeping, water analysis and quality control, lab analysis and lab instruction, instrument service, related lab record keeping and quality control functions, ensuring compliance with regulatory standards and City codes, performing customer relations, coordinating workload with Utility Superintendent; provide assistance to Utility Superintendent when needed or in absence of Utility Superintendent as Responsible Operator in Charge (ROINC).

Essential Job Duties and Responsibilities:

- Responsible for performing efficient daily operations for the water plants. Coordinates workload with Utility Superintendent. Plans, prioritizes, and schedules workload of plant employees. Recommends preventive maintenance operations and schedules. May assist Utility Superintendent with water distribution maintenance as needed.
- Responsible for performing chemical, mechanical, and biological treatment operations. Determines and directs effective operating efficiency levels for chemical feeds, air distribution, biological treatment, sludge stabilization, and lab analysis. Reviews Environmental Protection Agency (EPA) reports and adjusts treatment to maintain compliance. Monitors water quality to ensure compliance with EPA standards and completes all necessary reporting required.
- Responsible for performing lab analysis to determine levels of chemical and biological treatments, sludge stabilization, chemical and mechanical efficiency to achieve and maintain water quality compliance with EPA standards. Instructs other operators in lab functions as necessary.
- Responds to twenty-four-hour calls regarding plant operations relating to mechanical failures, chemical imbalances, or other disruptions in treatment processes and distribution system emergencies.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. **The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties, not mentioned in this description that are of similar kind or level.**

- Responsible for performing customer relations. Responds to customer questions and complaints by investigating and resolving problems, and informing the Utility Superintendent of actions and solutions.
- Performs lab and instrument maintenance; cleans, repairs, maintains, calibrates lab and process instruments. Provides assistance to other operators in laboratory operations as needed. Responsible for lake monitoring, and water distribution sampling.
- Responsible for performing administrative tasks. Responsible for process monitoring and quality control and EPA reports; permit applications, work orders, payroll records, equipment and supply inventory, and routine equipment maintenance records.
- Performs other job-related duties and functions as required or assigned within area of expertise or scope of the position.

Supervision Received:

This position reports directly to the Utility Superintendent.

Minimum Qualifications:

High school diploma or equivalent with additional specialized training in municipal water supply and treatment operations, Class A Public Water Supply Operator's certification, Commercial Driver's License, and two to four years related work experience, or other equivalent combination of education and experience, are required.

Knowledge, Skills, and Abilities:

Ability to apply knowledge of Environmental Protection Agency regulations, Illinois Department of Labor Safety Standards, related regulations, and city policies and procedures, comprehension of basic mathematics and chemistry, ability to perform physical aspects of job duties, ability to operate plant and laboratory equipment and tools; ability to lift chemical supplies, ability to perform water tests and make adjustments to plant equipment; effective communication and interpersonal skills within working supervisory role. Required to work some night, weekend, and holiday shifts based on work/relief schedule.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. **The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties, not mentioned in this description that are of similar kind or level.**