

VILLAGE OF CASEYVILLE PUBLIC WORKS DEPARTMENT

JOB DESCRIPTION

JOB TITLE: Water Distribution Maintenance Worker, Street, Storm and Sewer Laborer

SUPERVISOR: Public Works Superintendent and Foremen

FLSA STATUS: Full-Time, Hourly

BARGAINING AGENT: International Hodcarriers, Building and Common Laborers' Union of America, Local No. 100

PRINCIPAL PURPOSE OF JOB: Applies knowledge of water systems, equipment and facilities to operate equipment and performs regular, recurring, and non-routine tasks for maintenance, repair, and installation for the water distribution maintenance section. Repair and installation for the street and sewer maintenance section.

LEVEL OF AUTHORITY: Receives close to moderate supervision; occasionally required to work independently depending on experience and complexity of task. Expected to perform routine assignments independently following standard procedures.

WORK ENVIRONMENT: Work is primarily performed outdoors, in every kind of weather condition, such as wet, muddy, confined workspaces. Depending on equipment required for a job, noise intensity ranges from moderate to extreme. Exposure to hazardous materials ranges from moderate to high. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Operate City equipment units such as backhoe, front-end loader and dump truck. Operate tools such as hole hog, tapping machine, pipe threader, jackhammer, acetylene torch, chain saw, trash pump, ditch compactor, grice cable puller and air compressor. Perform any operation within the capacity of the equipment, and as necessary to accomplish the job required. This includes loading and transporting equipment to the work site using truck and trailer as required.
2. Employee installs and repairs water mains and other related technical tasks. This includes, but is not limited to, excavating to grade; laying and aligning pipe; and using special tapping equipment to install valves, lateral water lines, blowoffs, hydrants and meters. As necessary, required to block off work area and re-route traffic with consideration for public safety and convenience. Accomplish hookups and flush to test installations according to established procedures. Perform other tasks related to the operation and maintenance of pump stations and related equipment.

3. Install, overhaul, and repair fire hydrants. This includes shutting off main line or hydrant foot valve, disassembling and cleaning hydrant subsections, replacing gaskets, seals and seats, and reassembling. Testing fire hydrants for proper operation.
4. Inspect new water and sanitary lines at construction sites. Monitor chlorination and take bacterial samples or other required samples or tests. Locate all village utilities per JULIE One Call standards. Submit information to JULIE One Call for project utilities locations.
5. May perform operations, maintenance, and repairs on reservoirs, pumps, booster stations, and associated water system components.
6. Performs required maintenance and operational checks on cathodic protection systems of transmission and distribution lines.
7. Perform routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels, replacing belts, and other components as required.
8. Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
9. Maintain and promote excellent relations and communications with co-workers. This includes sharing the workload to maintain balance. This may include helping to train and orient new employees in acquiring skills in department policies, procedures, and functions.
10. Professionally respond to public inquiries (regarding water quality, back flow, incident line locations, etc.) using oral, written or computer correspondence in a courteous, efficient manner. When unable to resolve issue refer customers to other city staff or other agencies as appropriate.
11. Perform assigned work to install or repair streets, sewer lines, manholes, storm drains catch basins, and retention ponds. Make sewer connections to sewer trunk lines using equipment to install lateral lines and connections. As directed, and under frequent supervision, operate concrete saw, backhoe or hand shovel to excavate to grade. Lay and align pipe, accomplish hookups and test installation according to established procedures.
12. Fabricate, install, maintain and replace directional and traffic signs using equipment and materials such as hand operated post hole digger, power saw, sign fabricator, vacuum heat applicator, and paints.
13. Mow and spray along curbs, sidewalks, curb-gutter lines, and retention ponds. As directed, may mix chemicals for weed spraying equipment. Operate chain saw as necessary to clear storm damage. Operate boom truck to trim trees.
14. Operate striping machine and other spray-paint equipment to stripe and paint crosswalks, dividing lines, parking lots, guard rails, curbing, and other areas and objects.

15. Responsible for conducting required preventive maintenance work on assigned vehicles and equipment.
16. Perform all duties in accordance with all Village of Caseyville safety policies and other applicable state or federal regulations.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any Village department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a combination of education and experience to read and understand technical operating manuals, blueprints, schematics and other applicable literature to the operation and maintenance of water system telemetry, pumps and related control systems.
2. Must have or be able to obtain, as required, a Water Distribution License Class D or higher through the Illinois EPA. This position may be required to obtain additional certifications as required to maintain the water system infrastructure.
3. Must possess and maintain a valid Illinois State commercial driver's license (CDL) to operate regulated vehicles and equipment within twelve months of employment.
4. Must have, or be able to gain quickly, a thorough knowledge and OSHA safety requirements.

Physical Capabilities

1. Physical strength and sufficient ability sufficient to perform heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as frequently exerting force sufficient to lift approximately 85 pounds and move or maneuver 100 pounds.
2. Ability to maintain continuous physical effort throughout the shift, including frequent bending, walking, stooping, digging, manipulating and heavy lifting.

Other Capabilities

1. Ability to understand and follow oral and written instructions. Must be able to communicate and write clearly and legibly in inspection journal entries, as-built documentation, and required reporting forms.

2. Flexibility to respond to emergency 24-hour shift requirements for calls-in from off-duty hours.
3. Must be able to effectively use a combination of experience, training, and ability to quickly assess situations and arrive at decisions (appropriate with employees training and experience) to ensure efficient and effective continuation of work and customer service delivery that avoids service interruptions or creates hazardous conditions.
4. Must be able to use required tools and equipment effectively and efficiently to perform required tasks in a crew environment or independently. Must be able to use various water system monitoring components and other system indicators to assess proper operations and diagnose problems.

OTHER

1. As an absolute condition of employment, employees are required, upon hire, to agree to a drug-free workplace. Employees will be required to undergo random drug testing as required by the Village. Employees are required to comply with the Employee Handbook.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
3. A background check will be performed by the Village of Caseyville.
4. Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment physical examination and a drug test by a physician designated by the Village of Caseyville. The Village will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.
5. Candidates must submit a resume and an application to Human Resources no later than Friday, February 3, 2023. Candidates may submit by email or mail:

Village of Caseyville
 Human Resources Director Tamara Ammann
 909 S Main St
 Caseyville, IL 62232
tammann@caseyville.org

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

Signature

Date