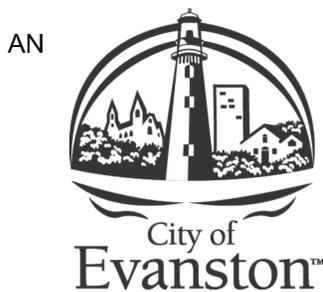


Date Developed:	October 2016
HR Review Date:	



JOB DESCRIPTION/JOB POSTING
 EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Public Works Agency
DIVISION:	Water Production Bureau
POSITION TITLE:	Public Works Water Plant Operator Apprentice
PAY GRADE/RANGE:	\$18.00 - \$22.00/hour
FLSA STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

NATURE OF WORK:

This is an entry-level water operator apprentice position involving on-the-job training to learn and perform work operating the water treatment plant. Work involves processing water to produce EPA quality standard water by operating and monitoring pumps and filters, regulating chemical dosages, testing samples, taking readings, recording data, inspecting equipment, and trouble shooting and assessing water processing operations. **Employees may work rotating shifts, changing weekly.** Apprentices may be assigned tasks of a similar or higher level classification to gain experience and training in preparation for advancement. Safety equipment such as hardhat, safety glasses, reflective vest, gloves, steel-toed shoes, SCBA, respirator and other protective equipment as required is worn. Participation in the apprentice program is not a guarantee of future employment. Participation is limited to a maximum of 12 months in duration and is dependent on availability of City funding.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

In a learning capacity, apprentices may be asked to participate in the following tasks:

- Monitors plant performance through SCADA system, control panels and analog computer; controls flow rates, and levels and chemical dosage; monitors and operates pump station or filtration equipment.
- Operates air compressors, internal combustion engines, electric motors, centrifugal pumps, and high voltage control panels to maintain proper water levels of elevated tanks and covered storage reservoirs; puts on-line steam boilers and generators.
- Maintains required records of flow rates, levels and chlorine residuals; chemical set points and consumption rates, variables and lab test results; determines chemical dosages, consumption and inventory.
- Conducts lab tests on water samples; performs turbidity, residual chlorine, alkalinity, hardness, bacteriological and odor tests; adjusts chemical dosages accordingly.
- Utilizes computer control to conduct periodic washing of filters; examines performance and troubleshoots when necessary.

- Performs inspections on all installations for safety and security; reports malfunctions to supervisor; may assist in the maintenance and/or repair of equipment.
- Responds to emergencies such as fires and chlorine leakage by following the Emergency Contingency Plan; coordinates the call-out of emergency crews and utility location requests.
- Performs general office duties such as answering phones, accepting deliveries, assisting customers and vendors.
- May assist with receiving and off-loading chemical deliveries, transferring them to day tanks.
- May operate as a relief operator and assist in the maintenance and repair of the treatment plant.
- Assists with filling and draining of settling basins for cleaning and maintenance.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must be a resident of Evanston (zip codes 60201 or 60202) at the time of application.
- Must possess a high school diploma or GED.
- Must be at least eighteen (18) years of age.
- Must possess a valid driver's license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
 - Ability to understand and follow oral and written instructions.
 - Ability to perform simple addition, subtraction, multiplication and division.
 - Ability to read and communicate effectively both orally and in writing.
 - Ability to effectively communicate with the public.
 - Ability to follow instructions and work cooperatively with others.
 - Ability to pass physical test.
 - Ability to pass drug and alcohol test.
 - Ability to pass basic skills test.

PHYSICAL REQUIREMENTS OF WORK:

Ability to detect small, distant objects; detect odors; bend, crawl, lift, and climb around machinery, distinguish colors, operate power tools.

Ability to hear, see and converse about machinery problems.

Ability to manually operate large valves.

Frequent exposure to chemicals, loud noise levels, dangerous equipment, humidity and odors.

Ability to climb ladders and other equipment throughout the plant.

SUPERVISION:

Work is performed under the direction of a supervisor. The employee uses judgment in regulating water processing operations by changing pumpage, feed ranges and chemicals depending on system demand and incoming water quality. Work assignments are given in the form of work orders or verbal instructions, with the employee responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Additional guidance is provided through the Illinois EPA, federal and state water regulations and standards, and health quality standards.

Work is evaluated every three months for work habits and to determine if the candidate is gaining the appropriate understanding and knowledge of the safe and skilled operation of equipment, quality of task performed, adherence to work rules, and performance in accordance with classification standard.

PUBLIC CONTACT:

The employee has regular contact with other employees in the department.

SELECTION METHOD

Structured Oral Interview

Skills Test

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).