



Date Developed:	
HR Review Date:	Jan 2021

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

<b>DEPARTMENT:</b>	<b>Public Works Agency</b>
<b>DIVISION:</b>	<b>Water Production Bureau</b>
<b>POSITION TITLE:</b>	<b>Water Worker I Apprentice</b>
<b>JOB TYPE:</b>	
<b>PAY GRADE/RANGE:</b>	<b>\$18-\$22/hourly</b>
<b>FLSA STATUS:</b>	<b>Non-exempt</b>
<b>CIVIL SERVICE STATUS:</b>	
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

**NATURE OF WORK:**

This is an entry-level manual labor apprentice program involving on-the-job training to perform maintenance and repair on the municipal water distribution and sewer conveyance systems and in the water treatment plant. Work involves participating in the detection of water/sewer line leaks, maintenance and repair of the water/sewer system and maintenance on other water/sewer system facilities. Safety equipment such as hard hats, safety glasses, reflective vests, gloves and steel-toed shoes and other protective equipment are worn. Participation in the apprentice program is not a guarantee of future employment. Participation is limited to a maximum of 2 years in duration and is dependent on availability of City funding.

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

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

- Assists in the repair of water mains, water service lines, valves and fire hydrants using hand and power tools.
- Assists in the installation, repair and maintenance of the municipal sewer conveyance system including pipelines, manholes and catch basins.
- Digs ditches and holes.
- Repairs and restores streets, sidewalks, alleys and parkways.
- Works with a crew to make point repairs on sewer mains which are collapsed.
- Inspects manholes to determine condition and locate stoppages.
- Assists in the cleaning and repairing of inlets, catch basins, and manholes, using hand and power tools.
- Assists in the installation of precast concrete sections and adjustment rings to raise manhole structures to prescribed street level using appropriate tools.
- Breaks asphalt and other pavement, using hydraulic pavement breaker, air hammer, pick and shovel.
- Performs work as needed in the excavation of streets, alleys, curbs and sidewalks, including back-fill and temporary patching.
- Operates and maintains backhoe and heavy equipment, power tools and hand tools.
- Upon possession of a CDL permit, may drive various trucks to transport crew, materials, equipment, and spoils. Loads and unloads trucks as appropriate to work assignment.
- Services, adjusts and makes minor repairs to equipment machines and attachments.
- Assists mechanics in making repairs to pumps, compressors and small gasoline engines.
- Compacts excavation trenches using air, gasoline and hydraulic powered compactors.
- Measures distances of excavation sites using tape measure and marks outline of areas to be trenched according to direction of supervisor.
- Replaces manhole and catch basin covers.
- Assists in providing information to update sewer atlas maps.
- Cuts sections of pipe with a cut-off saw and removes damaged sections from ditch. Replaces broken pipes and reconnects pipe sections using pipe sleeves or repair clamps. Inspects joints to ensure tightness and seal before backfilling.
- Assists with sewer cleaning including use of a power rodder, high velocity water jetting and catch basin cleaning equipment.
- Posts and removes temporary street signs and notifies residents of water service disruptions caused by emergency repairs.
- Makes minor repairs to treatment plant buildings.
- Performs maintenance on equipment.
- Cleans and maintains City property and facilities. Empties trash, cleans washrooms and replenishes custodial/janitorial supplies.

- Performs lawn and grounds maintenance, mows lawns, trims and water shrubs and trees, plants grass and bushes.
- Sweeps walks, shovels snow, operates snow blower and spreads salt.
- Erects, repairs and maintains fences and other small structures.
- Receives and unloads deliveries and supplies.
- Performs custodial duties.

**MINIMUM REQUIREMENTS OF WORK:**

Must be a resident of City of Evanston (zip code 60201 or 60202).

Must possess a high school diploma or GED.

Must be eighteen years of age or older.

Must possess a valid driver's license and safe driving record.

Ability to understand and follow oral and written instructions communicated in English.

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.

**PHYSICAL REQUIREMENTS OF WORK:**

Ability to lift parts, climb in and out of trenches, sit or stand for extended periods of time in confined spaces.

Ability to detect and recognize odors; focus on small and/or distant objects.

Frequent exposure to dangerous equipment, loud noise levels, extreme temperatures, extreme weather conditions, vibrations, poor lighting, fumes, wetness, gases, dirt, dust, and odors.

Ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**SUPERVISION:**

Work and training are performed under the general supervision of a full-time employee with reporting responsibility to a supervisor. Work assignments are given daily, either verbally or in writing, 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 IDOL. Additional guidance is provided through the Illinois EPA. Work is evaluated at least every six months for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

**PUBLIC CONTACT:**

The employee has regular contact with other City employees, Commonwealth Edison and Nicor to locate mains, and the general public to notify of problems

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*To view the full job description and apply for this position, please visit [www.cityofevanston.org](http://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 866-5095 (TTY).*