

**CITY OF EVANSTON  
CLASSIFICATION STANDARD**

**DEPARTMENT:** Public Works Agency

**DIVISION:** Water Production/Streets Division

**POSITION TITLE:** Workforce Development Worker – Lead Service Line Replacement

**DATE:** December 2024

**PAY GRADE:** \$18.00/hr. - \$22.00/hr.

**NATURE OF WORK:**

This is an entry-level manual labor workforce development program involving on-the-job training to perform lead service line replacements (city owned), as well as maintenance and repair on the municipal water distribution and sewer conveyance systems, and pavement Work involves participating in the replacement of lead service lines, repair and restoration of streets, sidewalks, alleys and parkways, detection of water/sewer line leaks, and maintenance and repair of the water/sewer system. Safety equipment such as hard hats, safety glasses, reflective vests, gloves and steel-toed shoes and other protective equipment are worn. Participation in the Workforce development program is not a guarantee of future employment. Participation is limited to a maximum of 2 years in duration and is dependent on employee performance and availability of City funding.

**SUPERVISION:**

Work and training is 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.

## Workforce Development Worker – Lead Service Line Replacement

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

In a learning capacity, workforce development workers may be asked to participate in the following tasks:

- Assists in lead service line replacements.
- 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.
- 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 the 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 community members of water service disruptions caused by emergency repairs.
- Makes minor repairs to treatment plant buildings.
- Performs maintenance on equipment.
- Performs various functions in snow and ice control operations, including but not limited to, plowing and anti/de-icing of roadways, lots, and walkways. Sweeps walks, shovels snow, operates a snow blower, and spreads salt and other deicing agents.
- Receives and unloads deliveries and supplies.
- Safely operate medium to large vehicles and equipment while pulling short/long trailers up to 10,000 lbs. with secured loads.
- Operates other various public works/construction equipment associated with lead service line replacements, street maintenance, ROW repair and restoration.

- Places and finishes concrete, lays, and rolls asphalt, set brick pavers.
- Other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

Resident of City of Evanston (zip code 60201 or 60202).

Possession of high school diploma or GED.

Minimum eighteen years of age or older.

Must possess a Driver's License and safe driving record.

Must be willing and able to obtain a Class B CDL permit within 6 months of employment.

Must be willing and able to obtain a Class B CDL with air brake endorsement within the first twelve months of employment.

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.

Ability to pass a physical test.

Ability to pass drug and alcohol tests.

Ability to pass a basic written test.

**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.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid driver's license and a safe driving record.

Possession of a Class B CDL permit within the first six months of employment.

Possession of a Class B CDL with air brake endorsement within the first twelve months of employment

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