

Job Training Program Public Works Agency Water Plant Operator Apprentice Program Guidelines

PROGRAM DESCRIPTION

This program will serve as a 1-year apprenticeship in preparation for becoming a Public Works Agency Water Plant Operator. The job description is generally similar to that of an entry level Worker position, but in a learning capacity. Participants will be required to meet increasingly stringent requirements as they advance through the program. Failure to meet program guidelines in specified timeframe may result in termination. Maximum duration for participation is one year, dependent on fiscal year funding.

Apprentices will be assigned to the Water Production Bureau in the Public Works Agency. Each apprentice will spend approximately six months in the Pumping and Filtration divisions based on manpower needs. **Employees may work rotating shifts, changing weekly.**

PROGRAM GUIDELINES

Entry Level Requirements

- At least 18 years of age
- High school diploma/ GED
- Valid driver's license
- Ability to pass physical test
- Ability to pass a drug and alcohol test
- Ability to pass basic written test
- Evanston resident (zip code 60201 or 60202)

Evaluation to determine if applicants meet entry level requirements will occur prior to issuing an invitation to program.

Level One Requirements

- No more than one tardy in the first three months. Tardy is defined as showing up more than one minute later than assigned reporting time.
- No more than 1 excused absences in the first three months. An excused absence is defined as an absence in which the program participant notified the supervisor at least 48 hours in advance and the supervisor approved the absence. One absence may be considered "emergency" where less than 48 hours notice is given.
- Actively participates in learning and performing by asking questions,

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taking directions, taking notes and accepting constructive feedback and takes notes.

Evaluation to determine if program participant is ready to advance to Level Two will occur following the first three months of the apprenticeship. Failure to meet Level One requirements after three months may result in termination from the program.

Level Two Requirements

- No more than two tardies in the first six months of the program.
- No more than 3 excused absences in the first six months of the program. Up to 2 absences may be considered “emergency” where less than 48 hours notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift.
- Actively participates in learning and performing by asking questions, taking directions, taking notes, accepting constructive feedback and showing some individual initiative. Demonstrating the ability to undertake the minimum work required of a Water Plant Operator position.

Evaluation to determine if participant is meeting Level Two requirements will occur three months following a positive evaluation in which the apprentice has met the Level One requirements. Failure to meet Level Two requirements after six months may result in termination from the program.

Level Three Requirements

- No more than two tardies in the first eight months of the program.
- No more than five excused absences in the first eight months of the program. Up to three absences may be considered “emergency” where less than 48 hours notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift.
- Actively participates in learning and performing by asking questions when necessary, taking directions, taking notes, accepting constructive feedback and regularly showing individual initiative. Demonstrating the ability to perform the majority of the work required of a Maintenance Worker I/Water Plant operator position

Evaluation to determine if participant is meeting Level Three requirements will occur three months following a positive evaluation in which the apprentice has met the Level Two requirements. Failure to meet Level Three requirements during or following this eight month period may result in termination from the program.

Level Four Requirements

- No more than three tardies in the entire twelve months of the program.
- No more than ten excused absences in the entire twelve months of the program. Up to seven absences may be considered “emergency” where less than 48 hour notice is given. In all cases, notification to the supervisor must be given at least 15 minutes prior to the start of the shift.
- Actively participates in learning and performing by asking questions when necessary, taking directions, taking notes, accepting constructive feedback and regularly showing individual initiative. Demonstrating the ability to perform the majority of the work required of a Maintenance Worker I/Water Plant operator position.

Evaluation to determine if participant is meeting Level Three requirements will occur three months following a positive evaluation in which the apprentice has met the Level Three requirements. Failure to meet Level Four requirements during or following this final three month period will result in termination from the program.

COMPENSATION

- All apprentices must work 40 hours/week and will only be compensated for hours worked. Work hours will be determined by the section to which the employee is assigned.
- Compensation is at the following levels:
 - Level One - \$18.00/hr
 - Level Two - \$20.00/hr
 - Three and Four - \$22.00/hr
- Apprentices will not be eligible to work overtime.
- All absences will be unpaid. Apprentices will not be paid for hours not worked (holiday, excused absence, etc.).
- Basic health insurance benefits effective the first day of the month following employment.

BENEFITS OF PARTICIPATION IN THE APPRENTICE PROGRAM

Successful completion of the program will result in the following benefits to participants:

- Introduction to the public works agency water plant operator work.
- Approved IEPA classroom course at local community college
- Basic knowledge of public works industry sufficient to pass a IEPA Class C Water Operator Examination

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- Confined space training and experience working in confined spaces.
- References and experience beneficial to obtain full-time employment in the public works sector

If a person in the apprentice program is hired into a regular full-time or part-time position in the City, the date of hire is the start date of the permanent City position.