

WATER STATION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Last Action</u>	<u>Effective Date</u>
3003	Water Station Operator	11	041	6 mo.	Rev.	11/26/07
1969	Water Station Sub-Foreman	11	041	6 mo.	Rev.	11/26/07
1836	Water Station Foreman	11	041	6 mo.	Rev.	11/26/07

Promotional Line: 110

Series Narrative

Employees in this series perform work involved in the operation and maintenance of water distribution systems, swimming pools, water softeners, demineralizers, carbon filters, and/or cooling towers; employees may also perform pest control inspections and treatment. They may perform many of the duties listed, or they may specialize in one or more of these duties.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Water Station Operator **3003**

Employees at this level assist in the operation and maintenance of water distribution systems, swimming pools, water softeners, demineralizers, carbon filters, and/or cooling towers; they may conduct pest control inspections and provide treatment. They work under general supervision from a Water Station Sub-Foreman, Foreman, or other designated supervisor.

A Water Station Operator typically –

1. inspects, tests, and chemically treats water in cooling towers, softeners. and demineralizers
2. maintains and cleans filters
3. maintains settings and adjustments of chlorinators and water temperature controls
4. assists in rodent and insect extermination (such as applying pesticides)
5. reads water meters, records readings, and calculates consumption
6. operates and maintains valves and flushes water lines
7. collects water samples
8. performs chemical tests on swimming pools with water treatment equipment
9. operates, maintains, and makes minor adjustments on water processing machinery and equipment
10. maintains required records (such as those related to pest control and swimming pool treatments)
11. performs related duties as assigned

Level II: Water Station Sub-Foreman**1969**

Employees at this level are experienced operators knowledgeable of several areas of the water station operation, including pest control, who assist in the supervision of Water Station Operators. They work under general supervision of a Water Station Foreman or other designated supervisor.

A Water Station Sub-Foreman typically –

1. assists in the supervision of Water Station Operators when direct supervision is required
2. supervises the operation, maintenance, and repair of water distribution system
3. supervises and conducts pest control operations
4. updates utility maps and drawings
5. analyzes system malfunctions and unusual conditions
6. identifies and orders materials, equipment, and parts
7. inspects, tests, and chemically treats water treatment systems
8. analyzes water consumption data
9. locates, operates, and maintains water system valves
10. performs related duties as assigned

Level III: Water Station Foreman**1836**

Employees at this level supervise and direct all activities related to the operation and maintenance of water distribution systems, water treatment equipment, swimming pools, and pest control operation. They work under general supervision from a designated supervisor.

A Water Station Foreman typically –

1. directs and is responsible for the operation of water distribution systems, including operating wells
2. directs rodent and insect extermination
3. assumes responsibility for the operation and maintenance of swimming pools
4. prepares and implements work schedules
5. manages personnel matters involving selection, training, and discipline
6. checks time cards and materials
7. determines chlorine, iron, and alkalinity content
8. inspects valves and meters

9. repairs water meters
10. oversees the installation and/or repair of water treatment and/or distribution facilities
11. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Water Station Operator **3003**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Certification as a Public Water Supply Operator in the class appropriate to the work assignments of the position to be filled, as required by the Illinois Environmental Protection Agency

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to perform chemical tests pertaining to the operation and maintenance of water distribution and related systems
2. Ability to learn job-related safety procedures, including first aid treatment for pesticide exposure, chlorine gas exposure, and contact with acids and caustics
3. Mechanical ability
4. Mathematical ability
5. Ability to do heavy lifting (such as bags of water softener salt, carboys of chemicals, or equipment such as chemical foggers)
6. Ability and willingness to follow instructions
7. Ability to work effectively with staff

Level II: Water Station Sub-Foreman **1969**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Three (3) years of work experience comparable to Level I of this series
3. Certification as a Structural Pest Control Technician by the Illinois Department of Public Health in sub-categories applicable to work assignments of the position to be filled, as required by the Illinois Structural Pest Control Act.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of chemical tests pertaining to the operation and maintenance of water distribution and related systems
2. Knowledge of safety procedures pertaining to the operation and maintenance of water distribution and related systems
3. Supervisory ability
4. Ability to perform chemical tests pertaining to the operation and maintenance of water distribution and related systems
5. Ability to learn job-related safety procedures, including first aid treatment for pesticide exposure, chlorine gas exposure, and contact with acids and caustics
6. Mechanical ability
7. Mathematical ability
8. Ability to do heavy lifting (such as bags of water softener salt, carboys of chemicals, or equipment such as chemical foggers)
9. Ability and willingness to follow instructions
10. Ability to work effectively with staff

Level III: Water Station Foreman**1836****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Four (4) years of work experience in the operation and maintenance of water treatment and distribution facilities
3. Certification as a Public Water Supply Operator in the class appropriate to the work assignments of the position to be filled, as required by the Illinois Environmental Protection Agency

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of chemical tests pertaining to the operation and maintenance of water distribution and related systems
2. Knowledge of safety procedures pertaining to the operation and maintenance of water distribution and related systems
3. General knowledge of internal components of water meters

4. Supervisory skills
5. Good communications skills
6. Ability to coordinate necessary repairs and/or installations with other crafts and/or contractors
7. Ability to diagnose and repair water meter malfunctions
8. Ability to perform chemical tests pertaining to the operation and maintenance of water distribution and related systems
9. Ability to learn job-related safety procedures, including first aid treatment for pesticide exposure, chlorine gas exposure, and contact with acids and caustics
10. Mechanical ability
11. Mathematical ability
12. Ability to do heavy lifting (such as bags of water softener salt, carboys of chemicals, or equipment such as chemical foggers)
13. Ability and willingness to follow instructions
14. Ability to work effectively with staff