

## JOB POSTING – Water Department Foreman

The City of Marengo (pop. 7,648), a progressive community located in southwest McHenry County, is seeking qualified applicants for the position of Water Department Foreman. This is a full time, hourly, union position. The hourly wage range for this position is \$25.56 - \$33.61 per hour.

This position is responsible for the daily operation and maintenance of the City's water utility. Duties include routine well monitoring, sampling and reporting, installation, repair and maintenance of water mains, water meters, hydrants, and other utility infrastructure, and routine maintenance programs.

Minimum qualifications include a high school diploma or GED equivalent, and two years of water operations experience with a minimum of a Class D potable water operator's certificate. Class C water operator's certificate and supervisory experience strongly preferred. Applicant must possess or obtain a Class B CDL by the time of employment. Position requires knowledge and comprehension of water and sanitary sewer systems. Individual needs to have excellent communication skills, and the ability to work well with others, and promote team environments. For a complete job description please visit [www.cityofmarengo.com](http://www.cityofmarengo.com). The City of Marengo is an equal opportunity employer. Please submit an application, cover letter and current resume to Marengo City Hall, 132 East Prairie Street, Marengo, IL, or via email at [resume@cityofmarengo.com](mailto:resume@cityofmarengo.com). Position will remain open until filled, and the first review of applications will begin on March 8, 2019.

# City of Marengo

## Position Description

**Job Title:** Water Department Foreman  
**Department:** Water  
**Classification:** Full-time; Exempt  
**Pay Grade:** Teamsters – Wage Table  
**Position Reports to:** Director of Public Works

### **General Purpose and Description:**

This position is responsible for the daily operations of the City's potable water production, distribution and reading systems.

### **Supervision Received:**

Works under the direction and influence of the Director of Public Works and City Engineer.

### **Essential Duties and Responsibilities**

- Responsible for the daily operation and maintenance of the City's water system
- Sets, runs and maintains water production wells
- Maintains and monitors performance of chemical levels of water supply
- Installs and repairs water mains, water meters, read meters, conducts flow checks on meters, turn on's –turn off's
- Issue notices as per billing clerk; issue notices as per IEPA in events of main repairs
- Collects samples for water testing for adherence to Environmental Protection Agency standards
- Establish and maintain a regular flushing schedule
- Takes readings, tests and records temperatures and usage of chemicals; checks pumps and other equipment to ensure they are operational
- Conduct water main taps, install and repair fire hydrants and water valves
- Maintains visible infrastructure in good clean working order
- Recommends needed repairs and maintenance of system
- Maintains shop area and equipment in good, clean and organized order
- Maintains City grounds and parkways, particularly in parkways impacted by water repairs or installations
- Purchase supplies and materials as needed to maintain system performance
- Will be assigned to assist other departments and conduct other duties as directed by Director of Public Works
- Complies with all written safety rules and regulations of the City and IEPA

## **Minimum Qualifications**

- 1) High School graduate or equivalent GED
- 2) Minimum of 2 years' experience with water operations including a minimum Class D State of Illinois Operator's Certificate with the ability to obtain a higher Class C Operator's Certificate within one year,
- 3) Any equivalent combination of education and experience.

## **Necessary Knowledge, Skills and Abilities**

- 1) General knowledge of materials, equipment, tools and techniques used in water maintenance with the ability to perform said techniques;
- 2) Ability to perform strenuous physical work under varied weather conditions;
- 3) Ability to maintain effective working relationships with other employees and to deal courteously with the general public;
- 4) Proficiency in the following systems: Excel and Microsoft Word and the Internet and is preferred and other general computer functions;
- 5) Capable of being on call on a rotating basis;
- 6) Mechanical and electrical experience is preferred but not required;
- 7) Understand, read, write and speak English;
- 8) Capable of reading and understanding all applications, permits, handbooks and other materials related to the water treatment process.

## **Special Requirements**

- 1) Must possess a valid Illinois State driver's license including a valid Class B CDL or ability to obtain one prior to employment.

## **Tools and Equipment Used**

Telephone, personal computer including spreadsheets and email software, handheld meter reader, GIS, motor vehicle, copy machine, facsimile machine, postage machine, calculator, digital camera, ruler / scale. Basic knowledge of all other water related tools and equipment is ideal.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand, walk, use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to sit, occasionally climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. The employee may occasionally need to work within a confined space as well.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position may require the employee to drive, to perform field observation and to gather information and materials relating to plant operations. While performing the duties of the job, the employee may occasionally work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.