

John D. Ryan
Mayor
Renee N. Harding
Clerk and Collector



Trustees
Richard S. Dalzell
Monica M. Juarez-
Mendoza
Christine L. McLawhorn
Christopher W. Murphy
Catalina Nava-Esparza
David A. Perretta

POSITION DESCRIPTION

POSITION TITLE:	Commissioner	DEPARTMENT:	Water
GRADE LEVEL:	Salary	LOCATION:	Water
FLSA STATUS:	Exempt	UNION:	N/A
EEO CATEGORY:	Professional	PREPARED	05/23/2024

POSITION SUMMARY

This management position provides leadership and management for the daily operations of the Water Department. The Water Department is responsible for the overall safety and reliability of the Village's potable water distribution system. This position exercises direct supervision of the Water Foreman and oversight for all Water field personnel and activities.

DISTINGUISHING CHARACTERISTICS:

Successful performance of the work requires analytical skills and professional competencies to identify and implement procedures essential to municipal infrastructure operations as well as capital improvement projects. Requires the ability to communicate effectively and manage personnel to ensure departmental collaboration to achieve efficient and effective department operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as an illustration of the various types of responsibilities and work aligned with this position. The omission of specific statements or duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- Maintenance, operation and repair of the Village's water pumping, storage and distribution systems.
- Provide highly responsible staff support and assistance to the Foreman and department staff including review of daily assignment of personnel duties, equipment, and materials.
- Ensure accurate and timely documentation of the hours worked, materials and equipment used to perform the daily activities.
- Work effectively in a union environment and ensure compliance with all bargaining agreement requirements.
- Ensure that the daily, weekly and monthly testing and reporting required by the United States and Illinois Department of Environmental Protection Agency are accurately performed, compiled, prepared and submitted within the time limits established by the appropriate agencies.
- Establish work schedules, productivity standards and methods for providing cost effective maintenance and repairs to the Village's infrastructure.
- Prepare, review and evaluate analytical and statistical reports on the historical maintenance and conditions of the Village's water systems.
- Identify resources required to meet established standards for immediate and long-term maintenance, repair and improvement needs of the Village's infrastructure.
- Direct repairs and maintenance activities when needed, due to complexity of needed repairs.
- Review, monitor and approve activities for the ordering, procurement, and inventory of maintenance materials and supplies.
- Prepare and develop the annual department budget and capital expenditures and provide supporting documentation.
- Forecast funding needed for staffing, equipment, materials, and supplies that are required to meet established

service and operational needs.

Participate and assist in the implementation of the goals and objectives of the Village of Alsip's Water Department.

Attend Village of Alsip's Council meetings and other public meetings as required before and after regularly scheduled work hours.

Participate in professional group meetings and activities in order to maintain a high level of competence in the latest trends and techniques specific to the management of a municipal water distribution system.

Effectively communicate and interact with the citizens of the village of Alsip when responding to requests for services.

Effective enforcement of Village ordinances as required.

Knowledge, Skills and Abilities:

This position requires knowledge, skills and ability specific to the operation, services and activities of a municipal water distribution system.

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Complex principles and practices of project development and implementation.

Occupational hazards and standard safety precautions necessary in the work.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Operations of light and heavy equipment used in a municipal water distribution system.

Pertinent Federal, State, and local laws, codes and regulations.

Equipment, materials and methods used to repair and maintain water distribution systems.

All devices, equipment and appurtenances essential to the operations of the water system including but not limited to municipal pumping stations, residential and industrial meters and testing devices.

All equipment and materials required for municipal water and sewer infrastructure repairs and improvements.

Skill in:

Computer applications for Microsoft Office and other software applications specific to municipal water operations including SCADA and GIS.

Research, development and composition of comprehensive infrastructure reports. Quantitative and qualitative analysis.

Ability to:

Analyze and interpret plans, specifications and reports accurately, and to determine whether they conform to provisions of the applicable codes and ordinances specific to water and sewer infrastructure.

Plan, obtain specifications and designs and oversee the execution of work for implementation of infrastructure maintenance and improvements.

Inspect public and private improvements related to municipal mains.

Establish and maintain effective working relationships with elected and appointed officials, employees, consultants, contractors, agencies and other governmental units, and the public.

Effectively communicate verbally and in writing, including the ability to read and explain complex concepts and specifications related to the water system clearly and concisely.

Prepare accurate reports and records, compile data and enter required detail in GIS.

Work independently and complete assignments in a timely manner.

MANGERIAL/SUPERVISORY RESPONSILITIES:

Responsible for management and supervision of all water department personnel.

EDUCATION, TRAINING AND EXPERIENCE:

Preferred Qualifications include a Bachelor's degree or certification in Water Environment Technology or water Resources, Bachelor's Degree in Public Works Administration, Organizational Management, Project Management or other related fields and a minimum of five years of increasingly responsible supervisory or management experience in a public sector water department. A combination of education and experience may be considered commensurate with a public works certification or related education that includes training and experience substantially equivalent to a bachelor's degree in engineering, public works administration or related field with ten years of progressive supervisory experience in a public sector water department.

CERTIFICATIONS AND LICENSING:

Possession of a Class "C" Water Operators License Preferred

Must possess a valid driver's license and have an acceptable driving record

Other

Candidate must successfully pass a pre-employment physical/drug screen examination and background check following a conditional employment offer.

RECOMMENDED MINIMUM PHYSICAL QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to complete inspections at work sites that may include steps to reach locations.

Drive a motor vehicle.

Vision to read printed materials and a computer screen.

Hearing and speech to communicate in person or over the telephone.

May require the performance of other essential and marginal functions.

WORKING ENVIRONMENTS:

While performing the duties of this job, an employee will work in a general office environment with moderate noise and will work in outdoor work environment. During outdoor work, the employee may be occasionally exposed to extreme heat and/or cold, wet and/or humid conditions or airborne particles.

The employee is occasionally required to stand, stoop and climb or balance; speak and hear; use hand to finger, handle, feel or operate objects, tools or controls; repetitive arm, hand and eye movements are included. An individual in this position is frequently required to sit, walk, stand and on occasion, may need to lift, carry, push or pull objects, up to 20 pounds. There is frequent twisting, kneeling, squatting, crawling, climbing, reaching, wrist turning and grasping. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas.

This position is subject to 24-hour availability, 7 days per week, including weekends and holidays and extended hours as required for operations and to attend meetings of the Village of Alsip's Council meetings, Plan Commission and Zoning Board meetings, other committee or boards as determined by the Mayor.

TOOLS & EQUIPMENT USED:

Motor vehicle, measuring and testing instruments and equipment, tape measure, flashlight, ladder, safety equipment, computer, general office equipment, cellular communications equipment and occasionally uses light mechanical equipment. Telephone, personal computer, Microsoft Office Suite of Applications (Word, Excel, Outlook, Access, PowerPoint, Publisher), SCADA software, Geographic Information System (GIS), multi-level file cabinets and general office equipment.