

Equal Opportunity Employer

Village of Homewood

JOB POSTING

for

Utility Supervisor

Public Works Department

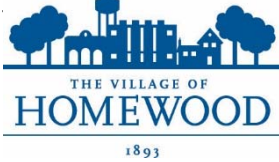
A diverse community of nearly 20,000 residents located 25 miles south of Chicago, the Village of Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Homewood's award-winning downtown is recognized by numerous national and regional news outlets because of its active and lively environment. A variety of outdoor festivals throughout the year, including one of the area's longest running farmers' market, bring residents together and showcase the Homewood business community to visitors. Continuous brick paved sidewalks and active public spaces create endless opportunities for social interaction as well as one-of-a-kind shopping and dining.

The Utility Supervisor oversees the maintenance, operation, and repair of the Village's water, stormwater, wastewater, metering, and street lighting systems. This position serves as the designated Operator in Charge (OIC) for the municipal water system, ensuring regulatory compliance, water quality standards, required monitoring, and public health protections. Responsibilities include supervising staff, assigning work, managing emergency utility responses, enforcing safety policies, and ensuring projects are completed efficiently and safely. The Utility Supervisor also assists with budgets, capital improvements, asset management, procurement, contractor coordination, regulatory reporting, and resident service requests, while participating in after-hours emergency and on-call operations as needed.

The successful candidate will have a high school diploma and have five (5) years of experience in water supply and delivery operations. The candidate must have a Class C Water Operator license. Applicants must be able to obtain a valid Illinois commercial driver's license Class A with air brake and tanker endorsements within 6 months of hire. Supervisory experience preferred.

The position is full-time, non-exempt, and covered by a collective bargaining agreement with a salary range of \$95,597 to \$128,152. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, Mission Square retirement plans, paid sick, vacation, and holiday time.

Only emailed packets (application for employment and resume) will be accepted. To apply, email a completed packet to Terence Acquah, Assistant Village Manager at tacquah@homewoodil.gov. Applicant submittals should be a single PDF document titled only with first initial and last name. The application and recruitment advertisement can be downloaded by visiting www.village.homewood.il.us and entering "Employment" into the -Search- icon at the top right of the page. Applications are due **open until filled**.

	DEPARTMENT	Public Works Department		
	REPORTS TO	Public Works Assistant Director		
	CLASSIFICATION	Civil Service	FLSA STATUS	Non-Exempt
	EMPLOYMENT STATUS	Full-Time	PAY RANGE	22

POSITION OVERVIEW

Under the general direction of the Assistant Director of Public Works, plans, organizes, directs and supervises the operation, maintenance, repair and regulatory compliance of the Village’s water distribution system, stormwater pumping stations, wastewater lift stations, water storage reservoirs and tanks, metering operations and roadway lighting systems. Serves as the Village’s designated Operator in Charge for the public water system and is responsible for operational compliance, emergency response coordination, asset management, staff supervision and support of utility capital improvement programs. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Administers and supervises the maintenance, operation, repair and upkeep of water and stormwater pumping stations, wastewater lift stations, water storage reservoirs and tanks, metering operations and street and pedestrian lighting systems.
- Serves as the Village’s designated Operator in Charge (OIC) for the municipal water system, maintaining responsible charge over system operations, water quality compliance, regulatory monitoring, sampling schedules, reporting requirements and public health protections.
- Ensures compliance with applicable federal, state and local regulations governing drinking water, wastewater collection and stormwater operations, including required inspections, permits, monitoring and reporting.
- Develops, implements, monitors and updates preventative and predictive maintenance programs for utility equipment, facilities and infrastructure.
- Identifies operational needs and develops work programs; assigns personnel, equipment and materials to efficiently and effectively complete work assignments.
- Inspects jobs and worksites to ensure work is proceeding correctly; instructs crews in proper procedures and ensures work is performed in a safe, proper and timely manner.
- Directs operational response to utility emergencies including water main failures, lift station failures, flooding events, water quality incidents and related emergency situations.
- Administers and enforces Village and departmental work rules and labor contract provisions. Recommends development and refinement of, and trains personnel in the application of safety policies, procedures and practices.
- Plans, assigns, supervises, trains and evaluates assigned personnel; provides coaching, technical guidance and professional development, including support for employee licensing and training advancement.

Evaluates performance of subordinates, counsels employees, and may issue or recommend disciplinary action as necessary. Participates in interviews with candidates for employment and promotion and makes recommendations to the Assistant Director.

Assists in preparation and implementation of annual operating and capital budgets for assigned programs and utility operations.

Develops and implements asset management strategies, condition assessments and maintenance planning for utility infrastructure and recommends rehabilitation and capital replacement priorities.

Participates in planning, review and delivery of utility capital improvement projects including design review, contractor coordination, construction oversight and project closeout.

Assists in preparation of specifications, bid documents, requests for proposals/qualifications, procurement documents and contract administration related to utility operations.

Oversees maintenance and preparation of records and reports, including those required by state and federal agencies.

Serves as liaison with regulatory agencies, consultants, contractors and other governmental agencies regarding inspections, compliance matters, utility operations and projects.

Oversees or supports operation of SCADA, telemetry, controls, alarms and related utility monitoring systems.

Investigates and resolves or refers service requests and resident concerns.

Provides general administrative support to the Director and Assistant Director of Public Works and performs special projects as assigned.

Performs duties of maintenance worker or utility service technician as needed.

Participates in after-hours response and on-call supervisory responsibilities as required.

ADDITIONAL JOB FUNCTIONS

Seeks guidance and direction as necessary for performance of duties.

Demonstrates sound judgment in investigating and solving problems.

Respects the confidentiality of department, resident and personnel information.

Performs duties in an independent manner with minimal supervision.

Recognizes and performs duties which need to be completed although not directly assigned.

Assists others as needed.

In the event of an emergency, may be called in to perform needed tasks during emergency events.

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient way to perform it. Safety adherence shall be considered an important measure of employee performance.

Employee shall:

- Comply with established safe work rules and supervisor instructions.
- Report all accidents and injuries immediately and cooperate in investigations.
- Submit recommendations for safety and efficiency improvements.
- Report defective equipment and unsafe conditions.
- Know assigned duties in case of fire or catastrophe.
- Use safety equipment provided.
- Operate only equipment they are trained and authorized to operate.
- Provide public protection from unsafe conditions resulting from municipal operations.
- Pay attention to and take responsibility for self and others' safety.
- Perform duties and operate equipment and vehicles in a safe manner according to department and Village policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Principles and practices of water and wastewater utility operations.
- Operation and maintenance of pumping stations, lift stations, reservoirs, metering systems and utility infrastructure.
- Methods, materials, tools and equipment used in the construction, maintenance, repair and operation of municipal utility systems.
- Drinking water regulations, utility regulatory compliance and reporting requirements.
- Principles of asset management and preventative maintenance planning.
- Supervisory principles including work planning, performance management, employee development and discipline.
- Project management and contract administration practices.
- SCADA, telemetry and utility control systems.
- Applicable OSHA and utility safety practices.
- Use of personal computers and office applications including word processing, spreadsheets and work management systems.

ABILITY TO:

- Manage and allocate personnel, equipment and material resources.
- Exercise sound independent judgment and problem-solving.
- Read and interpret plans, specifications and technical documents.
- Prepare clear oral and written reports and correspondence.
- Establish and maintain positive working relationships with employees, residents, contractors and regulatory agencies.
- Respond effectively during emergency and high-pressure situations.
- Stand, walk, crawl, kneel, stoop, climb ladders and work in confined spaces or elevated locations.
- Lift tools, materials and equipment associated with utility operations.

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High School diploma or GED.
- Five years experience in the operation of a water and wastewater utility.
- Supervisory experience preferred

LICENSES AND CERTIFICATIONS

- Valid Illinois commercial driver’s license Class A with air brake and tanker endorsements.
- Valid Illinois Class C Certified Water Operator License (required)
- Incident Command System (ICS/NIMS) training

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Work is performed in office and field environments and is subject to exposure to weather conditions, traffic hazards, confined spaces, mechanical equipment and emergency response conditions.

PHYSICAL

- Work requires mobility to inspect field conditions, operate equipment, negotiate uneven terrain and perform supervisory and emergency response duties.
- Maintains work area in a neat and orderly manner appropriate for working environment.
- Maintains a well-groomed professional appearance appropriate for the position and situations.
- Work may be performed in a moderate to high stress environment during emergency events.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Utility Division Supervisor

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

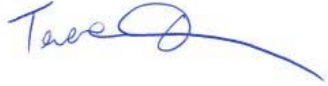
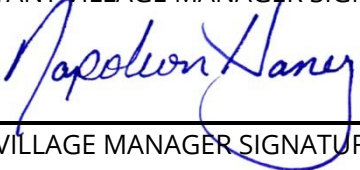
I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME

DEPARTMENT HEAD SIGNATURE 	PRINTED NAME Terence Acquah
ASSISTANT VILLAGE MANAGER SIGNATURE 	PRINTED NAME Napoleon Haney
VILLAGE MANAGER SIGNATURE	PRINTED NAME