



Job Description

Job Title: Pumping Station Supervisor

Department: Public Works

Education Required:

Must have completed post-high school level, technical coursework in environmental technology, water chemistry, public health water treatment, or related field, water operator license to include three years of experience in a supervisory capacity; or any equivalent combination of training or experience.

Type of

Position:

- ☒ Full-time
- ☐ Part-time
- ☐ Intern

Hours: 40 hours/week

Over-time may be required on occasion
☒ Exempt
☐ Nonexempt

General Description:

Work is performed with considerable independence under the direction of the Director of Public Works and Superintendent of Operations. Responsible for the technical and supervisory work in the operations of the Village Water Treatment facilities and pump stations. Supervises all aspects of water quality and delivery throughout the Village of Morton Grove.

Essential Functions of the job:

- Work involves responsibility for setting and maintaining water quality goals, implementing and monitoring daily operations.
- Plans and schedules pump station personnel.
- Prepares and files required reports.
- Conducts daily inspections of pumps, motors, elevated tanks, reservoirs and security systems.
- Ensures operational compliance with all State and Federal EPA standards.
- Supervises sample collection and analysis.
- Directs the adjustment of treatment methods to improve plant efficiency.
- Ensures treatment operators receive proper training and instruction in the operation of treatment facilities and sample collection; reviews work performance.
- Maintains inventory of materials, parts, and equipment; monitors the use of materials.
- Compiles daily, monthly and annual EPA operation reports.
- Assists in the preparation of annual budget.
- Directs the work of subordinates; assists subordinates with the operation of the water plants; recommends personnel actions; evaluates personnel.
- Oversees and assists in all aspects of the Village's Cross Connection Control Program.
- Maintains a safe work environment for employees; helps develop standards and procedures for safe work practices; instructs employees on safe work practices.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

- Coordinates with upstream water supplier pump stations and emergent requirements potentially impacting village water supply.
- Oversees and assists in the maintenance and repair of equipment at the pumping stations, such as pumps, chlorinators, motors; cleaning pumping stations; recording of charts; checks to see that chlorine is being disbursed properly.
- Oversees the installation and repair of all village water meters.
- Monitors for stop meters and facilitates their repair.
- Lubricates and repairs equipment within the pumping stations; and performs related work as required. Will be on a call rotation during each month; respond to emergencies 24 hours a day, assisting in snow removal and ice control operations.
- Makes service calls.
- Reads and interprets gauges and meters.
- Coordinates programs that investigate and mitigate water loss.
- Works closely with the Water and Sewer Division in the location of watermain leaks, and the repair of watermain breaks.
- Familiar with valve turning, and fire hydrant maintenance programs.
- Familiar with LMO2, I&I programs and submittals.
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Familiar with the operations and maintenance of variable frequency drive (VFD) pumps and multiple SCADA systems. Comprehensive knowledge of the methods and techniques used to operate and maintain municipal pumping stations and distribution facilities, including pump sequencing, pressure management, and emergency response. Thorough knowledge of applicable laws, regulatory codes, and requirements related to potable water quality, safety, and required documentation. Knowledge of pumping station mechanical and electrical systems (pumps, motors, valves/PRVs, controls/instrumentation, and standby power) and the tools and methods of mechanical trades. Ability to supervise staff; oversee daily operations and preventive maintenance; respond to alarms and operational issues; and maintain complete personnel and operational records.

Supervisory Responsibilities: This position does require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications:

- Must have five years experience in water supply and distribution systems; possess an EPA State of Illinois Water Class C Operator's License or equivalent. .
- Able to operate or learn to operate, cars, trucks, 1-4 ton dump trucks, 4-6 wheel dump trucks, front end loaders, backhoes, sewer jet truck, air compressors, jack hammers, sewer pumps, chain saws, hydraulic shoring equipment, gas detectors, all carpentry tools, all plumbing tools, shovels, sledge hammers, picks, rakes, axes, pruning tools, lawn mowers, and blower packs, water pumps, self-contained breathing apparatus, computer leak truck, portable diesel generator, chlorinators, accessories.
- Able read and use maps, water sewer atlases, technical manuals, draft plans, purchase orders, maintenance logs, and mileage logs.
- Administer programs and maintain records for the IEPA MS4 NPDES Storm Water Program.

Travel: Local travel is required of the position.

Physical Demands: Ability to lift and reach for weights in excess of 50 lbs.; stoop, lift and carry weights of up to 100 lbs.; push weights of up to 200 lbs.; have perception and discrimination of color, sound, texture, odor, and form; apply principles of common sense and understanding to perform semi to highly repetitive tasks.	Work Environment: Able to operate in temperature extremes, with strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, dust, disease, and varying light conditions and adverse weather conditions.