



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Water Meter Supervisor
Department/Division	Public Works/Water & Sewer Division
Employment Status:	Full-time
Annual Salary/Grade:	\$80,100 +/- DOQ/Grade 6
FLSA:	Exempt
Union:	N/A
Employment Commission:	N/A
Deadline for Application:	Open until filled, first review of applications July 23, 2024

POSITION SUMMARY:

This mid-level management position provides leadership and direct management of the day to day operations of the water metering and leak detection systems for the Village; overseeing staff assigned to operate and maintain these systems, including installation, scheduling maintenance and repair, testing and meter reading; implementation and management of new programs related to metering, leak detection and installation of new equipment and materials; ensure that adequate safe water is supplied throughout the Village; manage the Village's leak detection program. This position is subject to 24-hour availability, 7 days per week, including weekends and holidays. This position is also part of the snow command team.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654532409>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



WATER METER SUPERVISOR

Department: Public Works

FLSA: Non-Union Exempt

Pay Grade: 6

*Classified specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This mid-level management position provides leadership and direct management of the day to day operations of the water metering system for the Village; overseeing staff assigned to operate and maintain the water metering system, including installation, scheduling maintenance and repair, testing and meter reading; implementation and management of new programs related to metering, water loss and installation of new equipment and materials; ensure that adequate safe water is supplied throughout the Village; manage the Village's water loss program. This position is subject to 24-hour availability, 7 days per week, including weekends and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Water & Sewer Superintendent or Supervisor and provides direct supervision over the Water Meter Reader and personnel assigned to provide Water Meter repairs and installation. This position will serve as the Water & Sewer Supervisor backup.

EXAMPLES OF DUTIES- *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Ensure that all operations of the water metering and service systems provide the water customers of the Village of Oak Park with safe, clean potable water.
2. Plan, prioritize, and review the work of the Water and Sewer Division staff assigned to metering activities including installation, scheduling maintenance and repair, testing and meter reading.
3. Manage programs related to water metering including but not limited to meter data management, large meter testing, installation of new meters, proper sizing of meters and services line including permitting and other programs related to metering such as the customer portal.



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4. Manage the Villages water loss programs including oversight of the water system leak detection program, provide assistance of required water loss reporting such as the Illinois Department of Natural Resources LMO-2 and other programs related to water loss.
5. Manage the Villages Cross Connection Control Program.
6. Work with the Finance Department and customers on water billing issues.
7. Ensure that accurate and timely documentation of the hours worked, materials and equipment used to perform the daily activities is accomplished, including procurement and inventory of materials and supplies.
8. Ensure compliance within Village Ordinances, State Plumbing Codes, Illinois EPA Regulations and the Standard Specifications for Water & Sewer Construction in Illinois for areas of responsibility.
9. Ensure that all field personnel wear proper safety clothing and protective gear and that industry accepted safety standards and practices are adhered to and violations are corrected immediately, if and when observed.
10. Work effectively in a union environment and ensure compliance with all bargaining agreement requirements.
11. Conduct regular performance evaluations of personnel within the Division assigned to metering.
12. Effectively interact with the citizens of the Village of Oak Park in responding to requests for services and enforcement of Village ordinances, when required.
13. Provide assistance to the Water & Sewer Superintendent in preparation and development of the annual Division budget and supporting documentation for metering and water loss programs. Forecast funding needed for staffing, equipment, materials, and supplies that are required to meet established service levels.
14. Attend and participate in professional group meetings and activities in order to maintain a high level of competence in the latest trends and techniques in the public works industry.
15. Provide management support of the Village's snow and ice control response during the winter season.
16. Perform related duties and responsibilities as assigned.

QUALIFICATIONS: *(Required at the time of hire or learned within a short period of time in order to perform the essential duties)*

Knowledge of:

- Operational characteristics, services and activities of Public Works programs related to water and sewer systems maintenance.



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- Plumbing and piping systems.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Complex principles and practices of program development and administration.
- 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.
- Operation and maintenance of light and heavy equipment used in public works department to maintain water and sewer systems.
- Pertinent Federal, State, and local laws, codes and regulations.
- Materials and maintenance techniques used to maintain water and sewer systems.

Ability to:

- Supervise and direct the work of subordinates.
- Perform heavy manual labor and tasks.
- Train and evaluate staff which includes providing professional leadership and direction.
- Recommend and implement goals, objectives, and practices for providing effective and efficient water and sewer services.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment and use common sense in all situations.
- Use office computers and software applicable to the position.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*



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Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Experience and Training Guidelines

Experience: Minimum of three years of increasingly responsible experience in water and/or sewer maintenance with two of those years serving as a supervisor or lead worker in a public-sector water and sewer department. **AND**

Training: High school diploma or equivalent. Though not required, completion of professional education courses, seminars and certification programs provided the American Public Works Association, American Water Works Association or similar professional organizations regarding public utilities and water and sewer systems construction, maintenance and repair is preferred. **AND**

License/Certification: Possession of or ability to obtain, class “B” CDL Illinois Driver’s License within the first six months of employment. Possession of, or ability to obtain a Class “D” Illinois Water Operator’s license preferred.

WORKING CONDITIONS: Work in inclement weather; exposure to smoke, fumes or dust. Work in tight or confined spaces, including but not limited to meter vaults, crawl spaces and basements. Work with hazardous material; shaking, rocking and/or vibrating equipment and loud noise. Work at heights above and depths below ground; and contact with water and other liquids.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.