

Assistant Utilities Vacancy

The Village of Aviston is seeking applicants to fill the full-time position of Assistant Utilities Operator. Duties and responsibilities of the position are listed below. Interested applicants must complete an application and supply any additional information on or before 03 April 2023. Supporting documents such as a resume, transcripts and/or certifications are encouraged, but only accepted if accompanied by a completed employment application. Applications can be picked up and returned to Aviston Village Hall, 149 S Page Street, Aviston IL 62216. EOE

Job Description:

- Work directly for the Superintendent of Utilities to support daily operations and maintenance of the Village of Aviston's water and sewer plants.
 - Tasks include inside and outside plant work (line repair and replacement, system checks, water testing, SCADA operation and alarm handling, etc.).
 - Learn and troubleshoot automated water meters
- Perform general maintenance of public property, addressing resident's concerns/issues, and seasonal tasks such as:
 - Snow removal
 - Removal of limbs and debris
 - Set sign posts and maintain signage
 - Street patching/ oil and chip maintenance
 - Clean storm sewers and culverts
 - Maintain and reshape drainage to ensure positive storm water flow
 - Maintain village buildings to include electrical and plumbing
- Operate various village equipment:
 - Truck
 - Tractor/Backhoe
 - Mowers and trimmers
- Operate various manual and power tools, machinery, and equipment
- Perform work under the direction of the Superintendent of Utilities in all conditions throughout the year in all types of weather situations.
- Demonstrate a willingness to respond to after-hours emergency calls and work compensated overtime as needed or directed.

Basic Qualifications:

- 18 years or older
- Must have a valid Driver's license
- Ability to learn and develop technical knowledge regarding special equipment used by Village employees
- Strong customer service and interpersonal skills, able to effectively interact with village residents for resolution of issues
- High School Diploma or Equivalent (GED)
- Aviston residence within 1 year of employment
 - Ten minute response time required in case of emergency/ on call

- Effective time management skills
- Ability to work with all Village staff
- Ability to lift 50-100lbs to perform repairs
- Must pass a basic background and drug test
- Three years of experience desired, but negotiable for otherwise qualified candidates

Preferred Skills:

- Class 4 Sewer License required at time of hire OR within a timeline negotiated prior to hire.
- Class B Water License required at time of hire OR within a timeline negotiated prior to hire.
- Class B CDL.
- JULIE training for location of water and sewer lines
- Associates degree OR equivalent Technical/Trade School training.

Wages and Benefits:

The pay range for this position is negotiable based on qualifications/skills of the candidate. Starting wage of qualified candidates is not expected to be below \$26/hr in any case. Stepped wage increases are envisioned as successful candidate obtains preferred water and sewer operator licenses. Merit pay increases are awarded annually. Benefits include 9 paid holidays, vacation, sick and personal time, IMRF, and major medical benefits.