

Notice of City Employment

Applications with resumes accepted from May 11th, 2023 to May 19th, 2023

Position: Assistant Utility Operator-Utilities Department

Work Hours: 8am-5pm Monday through Friday, Saturday 2hrs and Sunday 2hrs (May be assigned variable and additional hours in cases of emergency, sickness, vacation, and operational needs)

Salary: \$17.50 per hour without Class A or B CDL. \$20 with Class A or B CDL (\$1 per hour raise after obtaining the required water license, \$1 per hour for the class 4 wastewater license and \$1 per hour for class 3 wastewater license) More details on the licenses will be discussed before filling of position.

Position includes 100% employer paid health insurance for employee, paid holidays and other earned time off

Applications can be picked up at City Hall or downloaded from the City's Webpage at Sesser.org.

Duties:

- Utility personnel are required to read meters in an efficient and timely manner,
- Perform all routine maintenance, services and perform general repairs of the utility system (water and sewer) as required by the Superintendent/Mayor.
- All major repairs shall be coordinated with the Superintendent/Mayor and with extra help if needed.
- Mowing shall be required on all rights-of-way and city property as directed by the Superintendent and/or Mayor.
- Personnel may be required in times of emergencies and due to the City's operational needs to work under the direction of the Street Superintendent/Mayor as needed.
- Other duties as assigned by the Superintendent and/or Mayor.

Minimum job requirements:

- It is required that the employee obtain their class D IEPA water license within 12 months from start of employment.
- It is required that the employee obtain class 4 IEPA wastewater license within 12 months of start of employment.
- It is required that the employee obtain their class 3 IEPA wastewater license within 24 months.
- Failure to acquire needed Illinois Environmental Protection Agency's certification during this period may result in termination of employment.
- Class A CDL preferred. The City will train and pay for obtaining the CDL licensing.
- Good Public Relations Skills
- Knowledge and experience with computers including but not limited to Microsoft Office
- Basic understanding of Math