



Agenda Memo

Crest Hill, IL

Meeting Date: August 22, 2022
Submitter: Mark Siefert
Department: Public Works
Agenda Item: Wastewater Lead Operator Position

Summary:

During the budget discussions, council approved a wastewater lead operator position to be included in the budget. Below are some of the essential duties of the position.

- Manage and direct the activities of the employees of the wastewater department's day to day operations.
- Supervise, train, and evaluate wastewater personnel.
- Prepare and communicate reporting data to the Illinois Environmental Protection Agency and other governmental and regulatory bodies.
- Work with staff to complete the daily lab and evaluate results to determine plant efficiency.
- Oversee the purchase of wastewater pumps, motors, and equipment.
- Plan, implement, and execute all sewer/wastewater maintenance projects.
- Administer all SCADA and technology for wastewater facilities.
- Serve as City liaison to various watershed groups.

This position was budgeted for \$85,000 to \$95,000 and will stay in that range.

Staff would like council to allow this position to be appointed in the same manner as the deputy chiefs of the police department, in being appointed by the department head.

Recommended Council Action:

Direct staff to draft an ordinance to create the Wastewater Lead Operator position.

Financial Impact:

Funding Source: Water/Sewer

Budgeted Amount: \$85,000 to \$95,000

Cost: \$85,000 to \$95,000

Attachments:

Wastewater Lead Operator Job Description