



Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

Ph. 847-428-2861 Fax: 847-428-2955

www.villageofgilberts.com

Utilities Superintendent

The Village of Gilberts, Illinois has an exciting new opening, we are seeking a hardworking and self-motivated Utilities Superintendent. Be a part of a growing community! The expected starting hourly salary for this position is (\$67,388 - \$90,982) DOQ with excellent benefits including vacation time, medical/dental insurance, and IMRF participation. This is a full-time exempt position within the Public Works Department and reports directly to the Public Works Director.

Essential Duties and Responsibilities:

- Plans, coordinates, and supervises the day-to-day water and wastewater treatment and plant operation activities of the Department.
- Plans, reviews and schedules maintenance, repair and construction work related to the operation of the water and wastewater treatment facilities and systems; maintains records of all work.
- Assigns work crews; estimates and requisitions materials, supplies, and equipment to projects; participates in maintenance, repair and construction work as required; makes recommendations to the Public Works Director regarding capital projects within the Utilities Division to be incorporated to the Village's Capital Improvement Program
- Inspects, maintains, monitors pumps; maintains and repair plant equipment and pumps; makes adjustments to water pumpage and wastewater treatment processes as necessary.
- Maintains compliance with Illinois Environmental Protection Agency standards for water and wastewater treatment; takes or directs the collection of samples and tests for water quality; prepares all required reports for IEPA and other regulatory agencies.
- Investigates complaints regarding water quality and wastewater treatment processes, and makes or directs proper adjustment to system(s) to resolve problems.
- Oversees, coordinates and inspects work activities of water and wastewater operators, technicians and trainees to ensure that schedules are met and work is performed in a safe, efficient manner and in accordance with standard operating practices and procedures.

Minimum Qualifications:

- Four to six years or related experience, including two years of supervisory experience is required.
- Possess or ability to obtain a valid Class C water operator's certificate issued by the IEPA within 6 months of hire.
- Possess or ability to obtain a valid Class 2 wastewater operator's certificate issued by the IEPA within 6 months of hire.
- Extensive knowledge of materials, equipment, processes, and techniques used in the construction, operation and maintenance of water and wastewater treatment plants, distribution systems, and utility billing systems.
- Experience and knowledge with equipment related to the installation and repair of mains, hydrants, valves, PRV's, pumps, SCADA system, chemical injector systems, etc.
- Must have ability to be courteous, diplomatic, and respectful when dealing with the citizens of the community.
- Extensive knowledge of the safety precautions regarding water and wastewater system operations.
- Current and valid Illinois drivers-license with a CDL Class B W/Airbrake



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- High School Diploma or GED

Posting End Date: Sunday March 10th, 2024

The Village is an equal opportunity employer.

Completion of a pre-employment physical and drug screen, along with a background check is required.

If interested please submit an updated Cover Letter and Resume along with 3 Professional References by 3:00 P.M. on Sunday March 10th, 2024 to the Public Works Director Wade Kretsinger at Wkretsinger@villageofgilberts.com