

Equal Opportunity Employer

Village of Homewood
JOB POSTING
for
Utility Service Technician
Public Works Department

A diverse community of nearly 20,000 residents located 25 miles south of Chicago, the Village of Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Homewood's award-winning downtown is recognized by numerous national and regional news outlets because of its active and lively environment. A variety of outdoor festivals throughout the year, including one of the area's longest running farmers' market, bring residents together and showcase the Homewood business community to visitors. Continuous brick paved sidewalks and active public spaces create endless opportunities for social interaction as well as one-of-a-kind shopping and dining.

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient, and timely municipal services to its residents, stakeholders, and customers. The Village also provides a well-resourced and stable place of employment for its employees. The Utility Service Technician position is responsible for installation, proper maintenance and repair or replacement of water meters. Also monitors, operates, and maintains the Village's water and stormwater pumping stations, water storage facilities, sewage lift stations and roadway lighting. Responds to citizens' requests relative to the Village's water service. Performs other duties as assigned.


The successful candidate will have a high school diploma and have five (5) years of experience in water supply and delivery operations, with one (1) year of specialized experience in water meter repair. A Class C Water Operator License is required for the position. Applicants must have the ability to stand, walk, crawl, kneel, climb ladders; and work in confined areas, on rooftops and at other heights. Applicants must be able to obtain a valid Illinois commercial driver's license Class A with air brake and tanker endorsements within 6 months of hire.

The position is full-time, non-exempt, and covered by a collective bargaining agreement with a salary range of \$74,370 to \$99,695. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, Mission Square retirement plans, paid sick, vacation, and holiday time.

Only emailed packets (application for employment and resume) will be accepted. To apply, email a completed packet to Terence Acquah, Assistant Village Manager at tacquah@homewoodil.gov. Applicant submittals should be a single PDF document titled only with first initial and last name. The application and recruitment advertisement can be downloaded by visiting www.village.homewood.il.us and entering "Employment" into the -Search- icon at the top right of the page. Applications are due **February 19, 2026 at 5:00 p.m.**

UTILITY SERVICE TECHNICIAN

DATE CREATED: January 1, 2026 REVISED: December 1, 2018

	DEPARTMENT	Public Works Department		
	REPORTS TO	Utilities Division Supervisor		
	CLASSIFICATION	Union	FLSA STATUS	Non-Exempt
	EMPLOYMENT STATUS	Full-Time	PAY RANGE	Per Collective Bargaining Unit

POSITION OVERVIEW

Under the general direction of a Utilities Division Supervisor. Responsible for installation, proper maintenance and repair or replacement of water meters. Also monitors, operates, and maintains the Village's water and stormwater pumping stations, water storage facilities, sewage lift stations and roadway lighting. Responds to citizens' requests relative to the Village's water service. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Operates, repairs, and maintains water pumping stations, storage reservoirs, stormwater pumping stations, sewage lift stations, and SCADA system. Reads master meters and gauges and records data. Maintains and repairs motors, pumps, and other process equipment. Operates and maintains the water utility disinfection system
- Operates sewer televising equipment and performs specialized maintenance or other trouble-shooting activities on the water distribution, stormwater collection, and wastewater collection systems.
- Installs, repairs, maintains and rebuilds water meters and remote accessory devices. Maintains records of maintenance performed. Turns water service on or off at the B-Box in response to routine and emergency plumbing calls. Locates and marks underground facilities.
- Installs, repairs, and maintains street lights, ped lights, viaduct lighting, seasonal decorations, and banners.
- Knowledge of DVOM (Digital Volt-Ohm Meter) and ability to diagnose wiring faults/outlet repair.
- Responds to citizen requests for low water pressure, high water usage, water quality, and other water service problems. Reads meters as necessary.
- Collects random and special water samples using prescribed procedures. Mails samples to the appropriate testing facilities. Conducts a series of in-house control tests on conducted samples.
- Performs maintenance worker duties as needed.
- Supervises the Utility Division as needed.
- Orders water supplies and repair parts as needed in accordance with Village purchasing policies. Stores and maintains inventory records of these parts and equipment.

ADDITIONAL JOB FUNCTIONS

- Seeks guidance and direction as necessary for performance of duties.
- Demonstrates good judgment in investigating and solving problems.
- Respects the confidentiality of department, resident, and personnel information.
- Performs all duties in an independent manner with little supervision.
- Recognizes and performs duties which need to be performed although not directly assigned.
- Assists others as needed.
- In the event of an emergency, may be called in to perform needed tasks during the emergency event.
- Does not abuse or take advantage of sick days off.
- Always provides proper, advanced notification of absences.
- Reports to work on time each day, including after lunch and breaks.
- All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

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- Comply with established safe work rules and the special instructions of the supervisor.
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information.
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions.
- Know their exact duties in case of fire or catastrophe.
- Use safety equipment provided for personal use in performing daily work assignments.
- Only operate equipment that you are trained and authorized to operate.
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations.
- Pays attention to and takes responsibility for self and for the safety of others.
- Performs duties and operates all equipment and vehicles in a safe manner according to department and Village safety policies and procedures.
- Recognizes and reports unsafe working conditions promptly.
- Keeps work area clean and orderly.
- Keeps equipment in a safe operating condition.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Knowledge of water delivery systems and wastewater and stormwater collection systems including meters, pumps, motors, gauges, disinfection equipment, automated supervisory control systems, and biological sampling procedures and techniques.
- Ability to learn the operation of the tools and equipment used in public works maintenance and construction projects.

SKILLS (of):

- A variety of hand and power tools.

ABILITY (to):

- Learn the operation of tools and equipment used in public works maintenance and construction projects.
- Work with minimal supervision.
- Respond to the public in a courteous and diplomatic manner.
- Maintain and establish a positive working relationship with fellow employees and the general public.
- Operate a wide variety of office machines including computers, calculators, copiers, telephones, and two-way radios.
- Stand, walk, crawl, kneel, stoop climb ladders, and work in confined areas, on rooftops and at other heights. Physical ability to lift heavy tools, implements, and materials.
- Maintain a work area in a neat and orderly manner.
- Maintain a well-groomed, professional appearance appropriate for the position and situations.
- Perform in a moderate-stress environment.

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High School diploma or GED.
- Five years of experience in water supply and delivery operations.
- One year of specialized experience in water meter repair.

LICENSES AND CERTIFICATIONS

- A Class C Water Operator License is required for the position.
- Valid Illinois commercial driver's license Class A with air brake and tanker endorsements within 6 months of hire.

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ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Majority of work is performed outdoors in all weather conditions.
- Works in trenches and ditches as required.
- May be exposed to occasional unpleasant odors.

PHYSICAL

- Ability to lift and carry up to 50 pounds.
- Ability to do considerable physical work for long periods of the workday.
- Employee must be able to operate a motor vehicle, including commercial grade vehicles, to drive to worksites and perform work duties.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Utility Service Technician

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME



Terence Acquah

ASSISTANT VILLAGE MANAGER SIGNATURE

PRINTED NAME



Napoleon Haney

VILLAGE MANAGER SIGNATURE

PRINTED NAME

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