

A G R E E M E N T

Between

NORTH SHORE WATER RECLAMATION DISTRICT

and

SERVICE EMPLOYEES' LOCAL NO. 73

For the Period

From May 1, 2025 to April 30, 2032

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A G R E E M E N T

THIS AGREEMENT, entered into by and between NORTH SHORE WATER RECLAMATION DISTRICT (hereinafter referred to as "District") and SERVICE EMPLOYEES LOCAL NO. 73 (hereinafter referred to as "Union").

WHEREAS, the Union recognizes that the District has the full and exclusive responsibility and obligation of providing high quality services to the residents of the District and of carrying on vital and continuous programs in the field of sewage disposal and sanitation for the benefit of the residents of the community at large; and

WHEREAS, it is not intended by the parties to modify any of the discretionary authority vested in the District by the statutes of the State of Illinois; and

WHEREAS, the District recognizes the Union as the exclusive collective bargaining representative for personnel covered by this Agreement; and

WHEREAS, it is the intent and purpose of the parties that this Agreement respect and promote the said responsibility and obligation of the District, as well as the interests of its employees covered by this Agreement; avoid interruptions and interference with services of the District and its program; and set forth herein rates of pay, hours of work, and conditions of employment for the employees covered by this Agreement.

NOW, THEREFORE, in consideration of their mutual covenants herein contained, the parties agree as follows:

ARTICLE 1
RECOGNITION

1.1 The District recognizes the Union as the exclusive collective bargaining representative for a bargaining unit which includes all of its employees except the following: All laboratory employees, automation employees, engineering employees, purchasing/inventory employees, information systems employees, office clerical employees, salaried employees, part-time employees, professional employees and supervisory employees and all other employees as defined in the Illinois Public Labor Relations Act, as amended.

ARTICLE 2
MANAGEMENT

2.1 The management of the District, the control of the premises, and the direction of the work force are vested exclusively in the District and includes, but is not limited to, the following: The right to select, hire, transfer, promote, suspend, discharge, assign, supervise, and discipline employees for just cause; to determine and change starting times, quitting times, shifts, and the number of hours to be worked by employees; to determine the staffing requirements, including, but not limited to, the assignments of employees as to numbers employed, duties to be performed, qualifications required, and areas worked; to determine policies and procedures with respect to the establishment, management, efficiency and conduct of its operations; to determine or change the methods and means by which its operations are to be carried on; to take whatever actions may be necessary to carry out the mission of the District in situations of emergency; to make reasonable rules and regulations with respect to employees covered by this Agreement; and to carry out all ordinary functions of management, whether or not exercised by the District prior to the execution of this Agreement, subject only to the provisions expressly specified in this Agreement, and provided said rules and regulations shall not be used to discriminate against any member of the Union.

ARTICLE 3
UNION SECURITY

3.1 The District and the Union agree not to interfere with the rights which an employee would have if the National Labor Relations Act, as amended, was applicable to employees of the District. The Union further agrees that there shall be no discrimination or coercion against any employee of the District.

3.2 The District will not aid or support, directly or indirectly, any activities which have the purpose or effect of undermining the Union. The Union agrees not to interfere with the rights which an employee has under the Illinois State Labor Relations Act, as amended.

3.3 The Union will not solicit memberships, collect dues, or engage in any union activities during working hours other than those activities involved in collective bargaining and the handling of grievances as provided in this Agreement.

3.4 The District shall deduct Union initiation fees and monthly dues uniformly required as a condition of membership in the Union from the wages of the employees in the bargaining unit and remit them to the Secretary-Treasurer of the Union, upon notice from the union.

3.5 Committee on Political Education (COPE): Upon notice, the District shall, during the term of this Agreement, deduct voluntary employee contributions to the SEIU Committee on Political Education (COPE), managed and operated by the union, in the amounts designated by the employee. Such deduction or deductions shall be made in forty-eight (48) equal installments and shall be remitted by the District to the union official designated by the union in writing to receive such funds. Employees who are hired after the first pay period of the fiscal year will have the deduction prorated for the remainder of the year. The SEIU – Committee on Political Education shall refund to the District or to the

employee any contributions which may be deducted erroneously or any monies which may be remitted erroneously.

The District shall notify the Union of newly hired employees to bargaining unit positions. The Union Business Agent or Steward will be provided 30 minutes during working hours for orientation of such new employees.

3.6 The Union agrees to indemnify and hold the District harmless against any and all claims, suits, orders or judgments brought or issued against the District as a result of any action taken or not taken by it in connection with the deduction of any union initiation fees or monthly dues monies from the wages of bargaining unit employees.

3.7 The Union shall furnish the District with a notarized list of its members in the bargaining unit within thirty (30) days subsequent to the execution of this Agreement, and shall keep the District properly informed thereafter of any additions to said list.

3.8 The District shall submit to the Union's office monthly a current list showing the names of bargaining unit employees, and also the cell phone number, home phone number, known email addresses, employee ID number, job classification, rate of pay and seniority date of each employee. The District shall post a current list showing the names of bargaining unit employees and their seniority dates whenever such list is submitted to the Union's office.

ARTICLE 4
CLASSIFICATIONS, JOB DESCRIPTIONS AND RATE OF PAY

4.1 Appendix A, which is attached hereto and made a part of this Agreement, contains the schedule of bargaining unit wage rates according to job classification.

4.2 Appendix B, which is attached hereto and made a part of this Agreement, contains a job description, including primary as well as special duties, of each job classification within the bargaining unit. In the event new job classifications are created hereafter, additional job descriptions will be negotiated and made a part of this Agreement.

4.3 All employees shall be classified in accordance with the work being performed by them, and such employees shall receive no less than the wage rates specified in Appendix A, attached hereto. However, any employee in the Operator-Trainee job classification who obtains an IEPA Class 2 Wastewater Operator certification shall thereupon provide such certification to the District and will be assigned to the Operator job classification with a payrate according to Appendix A and to any Operator job vacancy; and any employee who prior to or during the term of this Agreement is awarded a Class 1 license shall thereupon be paid an additional \$0.75 per hour. If an employee who obtains a Class 2 certification fails to notify the District within 30 days of receiving written confirmation, the employee will be subject to disciplinary action in accordance with Personnel Policy 145.1B (Progressive Discipline).

4.4 Employees in an Operator position shall possess a Class 2 Certificate of Competency issued by the Division of Water Pollution Control of the Illinois E.P.A. and shall be able to qualify for such certification as Illinois E.P.A. or other regulatory agencies may require. Should no bidder meet the experience and IEPA Certification requirements, an opening shall be awarded as follows:

- a. The most senior bidder that has passed the Class 1 or Class 2 IEPA Wastewater Operator Exam; or if none,
- b. An applicant outside the bargaining unit who possesses an IEPA Class 1 or 2 Certification, or has passed the Class 1 or Class 2 Wastewater Operator Exam.

If the District is unable to fill an Operator opening through this process, the Operator position shall remain vacant and the District may post and fill an additional Operator Trainee position, which shall exist until such time as an employee provides the District with evidence they have satisfied the Certification or Exam requirements above, at which time the vacant Operator position shall be filled and the additional Operator Trainee position shall be eliminated. If two or more employees simultaneously satisfy the Certification or Exam requirements above following a common exam date, the vacant Operator position shall be awarded to the most senior of those employees. Any employee assigned to this position that does not possess either a Class 1 or Class 2 Certificate shall be afforded sixteen (16) months from the date he or she is first assigned to this position or from until the date he or she is first eligible, pursuant to IEPA requirements, to sit for the Class 2 exam, whichever is longer, to obtain said Certificate.

4.5 If an Operator Trainee position becomes open or the District adds a new position, it shall be awarded as follows:

- a. The bidder possessing the most advanced IEPA Wastewater Certification; if multiple bidders possess that certification, the position shall be awarded to the most senior of those bidders.
- b. If no bidders possess an IEPA Wastewater Operator Certification, position will be awarded to the most senior bidder that has past the most advanced IEPA wastewater exam, or if none, that otherwise satisfies the qualifications for the position. Appointment to this position is subject to the employee obtaining an IEPA Wastewater Operator Class IV certification or higher.

4.6 Provided the superintendent or supervisor so authorizes in advance of the work, any employee who is required to relieve a higher paid employee one (1) or more hours in any workday, or who for any reason is required to perform work in a higher paid job classification for at least such period of time in any workday, shall receive the higher rate of pay for all hours worked in the higher-rated job. This paragraph shall apply to an employee in the job classification of Operator-Trainee when that employee is performing Operator duties and no other Operators are present on site.

4.7 All bargaining unit work shall be performed on a regular monthly or annual basis, and there shall be no bonus or contract work by employees within the unit.

ARTICLE 5

HOURS OF WORK AND OVERTIME

5.1 The normal workday for employees shall consist of eight (8) hours, exclusive of a one-half hour lunch period. However, the hours of work for Operators and Operator-Trainees shall include a one-half hour lunch period.

5.2 The normal workweek for all employees shall consist of forty (40) hours, wherever possible, from Monday through Friday. All employees shall in any event be accorded two (2) consecutive days off in a normal work week in which work on Saturday and/or Sunday may be scheduled as a part of such workweek. It is the clear intent of the District not to require employees to work on Saturday or Sunday as part of their normal workweek, wherever it is possible to avoid such work except in cases of emergency where the overtime call-in rules will apply.

5.3 This Article is intended to be construed only as a basis for overtime, and shall not be construed as a guarantee of hours of work per day or per week. Overtime shall not be paid more than once for the same hours worked.

5.4 Employees shall be paid at the rate of time and one-half only for work in excess of eight (8) hours in one workday or forty (40) hours in any work week; for work on Saturday, Sunday, or such other days as may have been scheduled by the District as days off in lieu of Saturday and/or Sunday, and then only if such employees have already worked at least forty (40) hours in the workweek less such hours for which such employees were excused from work by the District.

5.5 Overtime shall be equalized, on an annual basis, among employees wherever practicable. Should special skills be required to perform the overtime work, such work shall be performed by the employee who regularly performs the work involved.

5.6 Overtime shall be assigned by the Department Manager or his/her Assistant. Any employee who fails to work overtime when requested to do so will forfeit the opportunity to work the hours of overtime he/she could have worked. In the event overtime is mis-assigned, the mis-assignment will be remedied by permitting the affected employee to work the equivalent hours of overtime work which he/she would have worked but for such mis-assignment.

5.7 Any employee required to work overtime when the hours to be worked are not continuous to his/her regular schedule shall receive a minimum guarantee of not less than four (4) hours of pay at time and one-half even though less than four (4) hours are worked.

5.8 Starting and quitting time for all employees shall be arranged by the Executive Director according to facility requirements.

5.9 A mandatory on-call program shall be established to provide prompt, qualified response to emergencies or events that may occur at the District's facilities and pumping stations outside of normal working hours, including during nights, weekends and holidays.

(a) There shall be four types of on-call rotations established.

(i) An operations on-call rotation shall be established at each of the 3 facilities to be staffed by that facility's qualified, eligible employees to include the Operators, Operator-Trainees provided he/she has successfully completed his/her probationary period, superintendent and assistant superintendent. The operations on-call employee shall be authorized to call-in other trades and/or start/stop equipment, make adjustments, take samples or otherwise perform the duties of an Operator as may be necessary.

(ii) A mechanical maintenance on-call rotation shall be established at each of the 3 facilities to be staffed by that facility's qualified, eligible employees to include the Base Shop Mechanics and the Plant Maintenance Mechanics.

(iii) An electrical maintenance on-call rotation shall be established District-wide to be staffed by the District's qualified, eligible employees to include the instrument repairers and supervisor of electrical maintenance.

(iv) A CMOM on-call rotation shall be established District-wide to be staffed by the District's qualified, eligible employees to include the CMOM Technicians and the CMOM Coordinator.

- (b) Each on-call responsibility period shall be for a seven (7) day week beginning and ending on Monday mornings at the standard starting time for operations employees. An operations and mechanical maintenance on-call rotation schedule shall be established at each facility amongst all qualified and eligible employees. An electrical maintenance on-call rotation schedule shall be established within the electrical maintenance department amongst all qualified and eligible employees. A CMOM on-call rotation schedule shall be established District-wide amongst all qualified and eligible employees. Qualified and eligible employees may agree to exchange, trade or otherwise accept on-call responsibility for another employee.
- (c) Each employee with on-call responsibility shall receive a stipend of \$200.00 for each seven day on-call responsibility period. This stipend shall be considered taxable compensation in accordance with state and federal law and shall be subject to all required deductions. The District will pay this stipend to the on-call employee following completion of the on-call responsibility period. An employee with on-call responsibility may arrange for another eligible and qualified employee to cover part or all of his/her responsibility period. Operations on-call responsibility may be covered by a qualified, eligible employee from another facility, provided that employee has no less than 3 months of operations experience at the facility being covered within the previous 5 years and the employee has no other on-call responsibility at that time.

Mechanical maintenance on-call responsibility may also be covered by a qualified, eligible employee from another facility provided that the employee has no other on-call responsibility at that time. However coverage is provided, the entire stipend will be paid to the employee with on-call responsibility for the week unless the entire on-call responsibility period is transferred to another employee and agreed to by both employees in writing prior to commencement of the on-call responsibility period.

- (d) A Facility Monitoring Rotation (FMR) shall be established at each of the three facilities. Each employee with FMR responsibility shall receive a stipend of \$200.00 for each seven-day FMR responsibility period.

Operators holding a Class 1 or Class 2 IEPA Certification may opt-in for the FMR and stipend concurrent with their weekly Operations on-call rotation. The Facility Superintendent or Assistant Superintendent shall qualify for the stipend during weeks that they are responsible for the operations on-call rotations, during the on-call rotations of Operators or Operator-Trainees who don't hold a Class 1 or Class 2 Certification, or during the on-call rotations of Class 1 or 2 Operators who don't voluntarily opt-in for FMR and stipend. The Operator opting into the FMR will be responsible for monitoring facility operations during un-staffed hours, responding to Priority 1 alarms, calling in crafts as needed, etc. The weekly FMR includes off-hours cell phone and/or laptop responsibilities. Each eligible Operator opting in to the FMR will receive an additional \$200 stipend. This stipend shall be considered taxable compensation in accordance with state and federal law and shall be subject to all required deductions.

Operators will not be disciplined for operational decisions made in good faith during a FMR.

If a Facility Monitoring Operator is unable to rectify a problem via laptop/phone (triage coverage), he/she will be required to personally visit and inspect the facility, pump station or site.

A Class 1 or 2 Operator is ineligible for a FMR during a week unless that Operator is also responsible for the Operations on-call rotation.

Operator eligibility for FMR may be suspended if it is determined that additional training or experience is required.

- (e) Each on-call employee shall be available to receive calls from management and/or the on-call operations employee at all times during his/her period of on-call responsibility. Any missed calls must be returned within 30 minutes. Each on-call employee must also be available to respond to the facility or pumping station within 120 minutes of receiving the call or at a later time as may be agreed upon by management.
- (f) In addition to the weekly on-call responsibility stipend, any employee called-in and required to report to a District facility shall be paid wages, overtime, mileage and any other compensation in accordance with the provisions of other articles included in this agreement and in accordance with District policy.
- (g) Any employee with on-call responsibility who responds to a call and reports to a facility as required may complete all work related to the call-in, other alarms and/or other emergency work, but shall not be required to complete preventative maintenance or other additional work.
- (h) Any employee with on-call responsibility who fails to respond to a call or report to a facility as required shall be subject to discipline in accordance with the District's progressive discipline policy.

5.10 Any Laborers called in for snow plowing or other work prior to the beginning of their scheduled shift, shall receive a minimum of four hours at time and one-half even if they are called in less than 4 hours prior to the beginning of their scheduled shift.

ARTICLE 6
REST PERIODS

6.1 Employees shall be accorded a fifteen (15) minute rest period in the first four (4) hour work period, a nine (9) minute rest period in the second four (4) hour work period (that nine-minute rest period shall commence immediately following the employees' one-half hour lunch period), and a fifteen (15) minute rest period in any continuous four (4) hour work period that may be worked thereafter. Such rest periods shall not be deducted from an employee's wages.

6.2 Employees may leave premises during the 39-minute lunch and break period provided they punch out upon leaving and punch in upon returning.

ARTICLE 7
SENIORITY, TRANSFERS AND PROMOTION

7.1 Seniority shall be defined as the length of service within the bargaining unit from the date of last hire, subject to the following limitations:

- (a) New employees shall be hired on a probation period of one hundred eighty (180) calendar days. During this period, the District shall be the sole judge of the qualifications of such employees, and of the qualifications of such employees for retention in employment. The District has the right to extend an employee's probation period if an employee has missed greater than a month of work by using either paid or unpaid leave during the probationary period. The extension will be commensurate with the actual time missed.
- (b) Upon the satisfactory completion of the probation period, the District shall assign to each new employee a seniority date as of his/her date of last hire.

- (c) An Operator-Trainee shall be provided sixteen (16) months from the time of hire to obtain a Class 4 Wastewater Operator's certification. Operator-Trainees who earn a Class 4 certification will be provided 16 months once eligible to obtain a Class 3 certification. Operator-Trainees who earn a Class 3 certification will be provided 16 months once eligible to obtain a Class 2 certification.

If an Operator-Trainee fails to obtain the next certification within the 16 months after being eligible: The Operator-Trainee may elect to return to his/her former position within 180 days from the day he/she is placed in his/her current position. If a position in which the employee is qualified is open the employee may bid on said position. If there is no open position for which the employee is qualified, then the employee will be transferred to a Laborer-Floater position. During this assignment, this person will lose bumping rights.

The employee will have one more additional opportunity to successfully bid on an open Operator-Trainee position and he/she will be given 16 months to obtain a higher classification.

7.2 Seniority and the employment relationship shall be broken and terminated if an employee:

- (a) Quits;
- (b) Is discharged for just cause;
- (c) Is absent for three (3) consecutive workdays without excuse;
- (d) Is absent from work for any reason for a period of eighteen (18) months, or for a period of time equal to his/her seniority, whichever is shorter;

- (e) Fails to report for work within five (5) consecutive workdays after the District has sent notice to the employee's last known address by certified mail or email to return to work;
- (f) Fails to report for work upon termination of an authorized leave of absence; or
- (g) Retires.

7.3 In case of a decrease in the work force, seniority shall prevail only where employees possess the skill and ability to perform the remaining work. Where such a decrease is about to occur, the District will provide the Union with at least forty-eight (48) hours' advance notice where one (1) to four (4) employees are to be laid off; where five (5) or more employees are to be laid off, the District will provide the Union with at least five (5) days' advance notice. In either case, the District shall advise the Union specifying the job or jobs that will be affected by the decrease. The employee or employees affected by such decrease will thereafter be permitted to displace other less senior employees, provided that the remaining employee or employees possess the qualifications to perform the remaining work, as set forth in Appendix B.

7.4 Employees shall be offered the opportunity to fill any job vacancy that may occur within the bargaining unit. When such a vacancy occurs, the job shall be posted on the employees' bulletin board in each building for a period of not less than five (5) days. Any bargaining unit employee may make application for a vacant job by doing so in writing to the Executive Director, except that no employee shall be permitted to bid on any job within one (1) year following the second of two (2) successful bids in any twelve (12) month period on jobs paying a rate of pay equal to or less than that of the job held by the employee when making the first of such successful bids. However, any employee who bids on a job vacancy that is "temporary" and is awarded such vacancy shall not have such bid counted as a "successful bid". Qualifications (skill and ability) for the posted

position shall be submitted in writing at the time the bid for the position is submitted or by the end of the posting period. If qualifications are not submitted by the end of the posting period, that employee will not be considered for the position. At the end of the posting period the job vacancy shall be filled from among those employees making application by awarding such job to the senior applicant who possesses the skill and ability to perform the work. All decisions concerning the selection of an employee to fill a posted job vacancy shall be announced by the Executive Director within five (5) working days, if possible, but not later than eight (8) working days from the last day of the posting period, whereupon the successful bidder will be transferred to such vacancy as soon as possible. Thereafter, from the date of the award, the successful bidder shall be accorded one hundred eighty (180) days within which to satisfactorily demonstrate his/her skill and ability to perform the work in his/her new job. If at any time within this period the successful bidder fails to perform his/her work in a reasonably satisfactory manner, he/she may be removed from such job by the District and returned to his/her former position. The District has the right to extend an employee's probation period if an employee has missed greater than a month of work by using either paid or unpaid leave during the probationary period. The extension will be commensurate with the actual time missed.

7.5 If it is determined by the District that no suitable applicant has applied for a posted job, the District may select an employee from outside the bargaining unit to fill the vacancy. In the event that a question concerning the qualifications of any job applicant is raised in connection with making application for a job vacancy, such question shall be referred to the Executive Director. Should the resolution of such question by the Executive Director not satisfy any job applicant, the matter must be referred to the normal grievance procedure within five (5) working days subsequent to such resolution.

7.6 Awards of appointment to vacant jobs shall be made in writing by the Executive Director and posted on the employees' bulletin board in each building. Such posting shall also list any unsuccessful bidders in accordance with their seniority.

7.7 In cases of injury or illness, the District may post and fill the job vacancy of a disabled employee on a temporary basis up to eighteen (18) months. This temporary job vacancy, and any related temporary openings that occur, are filled through a one (1) week expedited posting and award process. Should the injured or ill employee ultimately not return to work, that job and any related temporary openings that occurred shall be posted as regular positions subject to the same job vacancy bidding procedures as established in Article 7.4.

7.8 Regardless of the seniority of any employee, there shall be no bumping of any bargaining unit employee already assigned to a job classification.

7.9 The promotion of bargaining unit employees to a position outside the bargaining unit, shall be given full consideration by the District. With respect to positions outside the bargaining unit, the District agrees to post all such vacancies. It shall be the policy of the District to promote employees from within the bargaining unit to such positions, whenever the District deems it possible to do so.

7.10 Before new employees are hired into bargaining unit positions, the District will recall laid off employees in inverse order of layoff, so long as the employee is qualified to perform the available work, as set forth in Appendix B. In the event of recall, an employee shall have seniority rights restored. An employee who refused to exercise his/her bumping rights (if applicable) at the time of layoff shall not be eligible for recall. Recall notices will be sent to any qualified employee laid off within thirty (30) calendar months of the layoff. A recalled employee shall have longevity pay and PTO benefits restored to the levels earned by the employee at the time of the layoff and shall receive credit for any portion of a probation period completed at the time of the layoff. Any portion of accrued PTO pay received as a result of the layoff will not be available to the recalled employee for the specific PTO year in question. Laid-off employees receive compensation for unused PTO at the time of lay off, therefore PTO shall not be restored to recalled employees.

When rehiring a laid-off employee, the District will notify him/her by certified mail at the last known address. If such an employee does not notify the District within forty-eight (48) hours of the receipt of the letter of the employee's decision to accept or decline the position, the employee's right to recall shall cease. Employees electing to return to work shall return with no accrued leave, must successfully pass a return to work physical exam, fitness for duty evaluation and drug screen, and are required to report for work no later than two weeks from the date the employee notifies the District of his/her intention to return.

The seniority of an employee who is laid off shall not be terminated if the employee is recalled under the provisions of this Article, however, seniority credit shall not accrue during the period of layoff.

ARTICLE 8

SUPERVISION OF OPERATIONS

8.1 Each employee shall be under the direct supervision of a Department Manager or his/her Assistant except in cases of emergency.

8.2 All facility and mechanical operations shall be staffed by bargaining unit employees, except in cases of emergency.

8.3 All Operators shall be trained in all treatment positions at the facility and the pump stations to which they are assigned. All Operator-Trainees shall be trained in all treatment positions at all District facilities and all District pump stations.

ARTICLE 9

HOLIDAYS

9.1 Employees eligible for holiday pay shall receive eight (8) hours' pay at their regular straight-time hourly rate of pay for eleven (11) holidays when not worked. The eleven (11) holidays shall be determined annually, shall include Veterans Day and Juneteenth, and shall be the same as those observed by the non-bargaining unit employees of the District.

9.2 In order to be eligible for holiday pay, an employee must have worked his/her full regularly scheduled workday before and after the holiday unless appropriate PTO or other leave is utilized pursuant to the terms of the CBA and District policies.

9.3 Any employee who is required to work on any of the District holidays or days observed as such, shall receive one and one-half times his/her regular hourly rate of pay for all hours worked in addition to his/her holiday pay.

ARTICLE 10

LEAVE OF ABSENCE AND FUNERAL LEAVE

10.1 Upon written application, the District may grant a leave of absence without pay up to thirty (30) calendar days by reason of illness or other good reason. The District will pay employees in the National Guard or serving in the military reserve per federal or state laws and regulations. Such leave may be renewed for up to another thirty (30) calendar days upon written application. However, no employee shall be granted a leave of absence to seek employment elsewhere. Seniority shall continue during an authorized leave of absence. No holiday pay shall be allowed during a leave of absence, but the District shall make the payment for insurance required by Article 18, paragraph 18.2, of this Agreement, provided that the employee pays his/her required portion of the cost. In

the event an employee is drafted or enlists in the Armed Forces, the provisions of the Selective Service Act shall apply.

10.2 In case an employee is injured in the course of his/her employment, the District shall pay the employee for a period not to exceed ten (10) working days without deducting time from such employee's sick leave or PTO. The District shall pay to such employee his/her full salary for the first three (3) working days and two-thirds of his/her full salary for the next seven (7) working days.

- (a) During such ten (10)-day period, any weekly indemnity payment made to the injured employee under the Workers Compensation Act shall be paid over by him/her to the District, and the District shall deposit such payment to its general funds.
- (b) Upon completion of such ten (10)-day period, the employee may file for disability benefits under Illinois Municipal Retirement Fund and shall retain any further checks due him/her under the Workers Compensation Act.

10.3 An employee shall be granted a funeral leave in the event of the death of their current spouse, child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, domestic partner, or anyone living in the immediate household of the employee, for the purpose of attending the funeral. Funeral leave for a brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-parent, stepchild, step-brother or step-sister from previous marriages will not be granted. Such leave shall consist of approved, paid absence from work for up to three (3) regularly scheduled workdays occurring in the eight day period consisting of the date of death plus the seven (7) calendar days following immediately thereafter. An employee who is absent from work solely because of the funeral of a deceased relative as specified in this paragraph shall receive pay in an amount equal to the wages which he/she otherwise

would have earned by working during any regularly scheduled workday. However, no employee shall receive funeral leave pay for any day on which he/she was not regularly scheduled to work or for a period of more than three (3) days.

10.4 If funeral services occur after this eight-day period, an employee may take the day of the funeral and the following day off by using this funeral leave. Should an employee require additional time off as a consequence of the death of any of the individuals named in the preceding paragraph, which time off is in excess of the limitation stated therein, such employee may use PTO. The District will administer its Funeral Leave Policy in compliance of all federal and state laws and regulations.

ARTICLE 11
PAID TIME OFF (PTO)

11.1 Employees shall also become eligible to receive benefits under the District's short-term medical leave (STML) program. A regular full-time employee who has completed his/her probationary period will be awarded PTO on each January 1st in accordance with the following schedule:

<u>January 1st</u>	<u>PTO Leave Hours</u>
1 st Year	120 Hours
2 nd – 6 th Year	160 Hours
7 th – 14 th Year	200 Hours
15 th Year – 24 th Year	240 Hours
25 th – 29 th Year	280 Hours
30 th and Each Additional Year	320 Hours

11.2 A newly hired regular, full-time employee shall be awarded PTO following the successful completion of ninety (90) days of employment in accordance with the following schedule:

Start Date:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
PTO Leave Hours	88	80	72	64	56	48	40	40	40	0	0	0

11.3 A regular full-time employee hired prior to January 1st but who has yet to complete ninety (90) days of employment shall be awarded the 1st Year PTO allocation upon the successful completion of that ninety (90) days of employment.

11.4 In the selection of a preferential time for using PTO, employees may indicate their preferences to the District at any time during the "posting period", which shall be from the prior November 1 to December 31. Immediately following this period, the District will schedule all PTO thus selected, according preference to the senior employee. Any employee who has not indicated a preference by the end of the posting period may thereafter schedule PTO on a "first-come, first-served" basis and take PTO at any time that scheduling permits during the year.

11.5 An employee experiencing an emergency or illness for which advance approval of PTO was not obtained must contact the superintendent or assistant superintendent not later than 30 minutes following the scheduled start of his/her shift, to explain his/her need for PTO.

11.6 Minimal staffing requirements must be maintained and PTO may be denied if the absence would cause an undue hardship to the department. Under typical circumstances daily minimal staffing requirements may be met as described below, however wet weather events, critical equipment failures or other serious operational

concerns could result in the need for additional personnel and prevent the approval of requested PTO:

- (a) Minimum of two (2) mechanical maintenance employees at each facility who may be base shop mechanics, plant maintenance mechanics or preventive maintenance mechanics.
- (b) Minimum of one (1) operations employee at each facility who may be an Operator or an Operator-Trainee provided he/she has successfully completed his/her probationary period.
- (c) Minimum of one (1) Laborer at each facility.
- (d) Minimum of three (3) electrical maintenance employees District-wide who may be an Instrument Repairer or a Supervisor of Electrical Maintenance.

11.7 An employee who possesses unused PTO at year-end may elect to roll-over up to 48 hours and receive paid compensation of up to 96 hours for such unused PTO, subject to the limitations of the District's PTO benefit program.

ARTICLE 12

JURY PAY

12.1 Any employee who loses time from work solely because of engaging in jury duty will be paid the difference between his/her straight-time lost and his/her jury fee for such day. To be entitled to such benefit, the employee must report to work on each day when he/she is released from jury duty, except when he/she is released after 12:00 noon. To qualify for such benefit, an employee must have been on the payroll for ninety (90) calendar days prior to requesting leave.

ARTICLE 13
TRAINING

13.1 Employees of the District may be required to attend training sessions from time to time to learn more about their work. Such training sessions shall be held on paid time and, if not on regular time, employees shall be paid at the rate of time and one-half. Voluntary training sessions may also be held from time to time, and the employees volunteering for such training will not be paid for such sessions. The District shall assume responsibility for all normal expenses in connection with required or voluntary training sessions.

13.2 Illinois Wastewater Operator Certification of Technical Competency

- (a) **District training.** The District conducts a variety of in-house training programs, such as safety meetings, vendor seminars, process/equipment training and others that operators may be able to attend to qualify for CEUs. Occasionally, the District may also offer an outside training opportunity such as WEFTEC. These sessions are held on 'paid time', during employees' regular work hours, and the District pays the full cost. The District will attempt to submit documentation of those programs to IEPA for approval when applicable.
- (b) **3rd Party Training.** Employees with a current wastewater operator certification may request pre-approval to attend one (1) full day or partial day, third-party training session of their choosing each calendar year during scheduled work hours, subject to the following:
1. The training session must qualify for IEPA wastewater operator training CEUs.
 2. Supervisor approval is required prior to employee attendance to

ensure that minimum District staffing requirements are maintained.

3. A certificate of attendance or equivalent shall be submitted to District supervisor following the training session.
4. Employee use of PTO to attend the training session is not required provided the employee works their scheduled shift prior to or following the training session. This provision is waived for any training program that is scheduled for 4 hours or more during that day.
5. Attendance of the training session and/or commute to/from the training session may not create an overtime scenario. Maximum employee pay during a training day is 8.0 hours unless the employee is subject to a call-in or other work at District facilities outside the employee's regularly scheduled work hours, for which the employee will be paid in accordance with the CBA and/or District policies.
6. The District will reimburse the employee for the training session registration fee up to a maximum of \$100.00.
7. The District will reimburse the employee for eligible mileage (up to a max of 100 miles), tolls and parking fees. Employees may not use District vehicles.
8. District policies follow Federal per diem rules that provide for a meal allowance only for business related travel when an overnight stay is required. Accordingly, employees are responsible for their own meals without reimbursement.
9. Employees may complete a District Expense Reimbursement form for eligible expenses.

(c) **Tuition Reimbursement.** Certain online or in-person classes that qualify for reimbursement under the District's tuition reimbursement policy may also qualify for wastewater operator CEU's. Operators may pursue these training options on their own time and be reimbursed pursuant to the tuition reimbursement policy.

(d) **Contingency Supplemental CEU Opportunity.** In the six (6) months prior to the expiration of his or her current Illinois Wastewater Certification, any employee who has not acquired enough training credits to fulfill the State's CEU renewal requirement shall be permitted an additional 3" Party Training day, subject to conditions (a) through (i) in section 2 above.

(e) **Additional Employee Training.** The options above should provide all employees with ample opportunity to obtain the necessary CEUs required for certification renewal. However, it is ultimately the employee's responsibility to maintain his/her wastewater operator certification and the employee may find it necessary to complete additional training at the employee's own expense and on the employee's own time.

ARTICLE 14
RETIREMENT

14.1 All bargaining unit employees are, and shall remain, under the provisions of Illinois Municipal Retirement Fund.

ARTICLE 15
TERMINATION OF EMPLOYMENT

15.1 The right to discipline or discharge any employee for just cause is vested solely in the District. The employee involved and the Union shall be notified in writing of any disciplinary action involving suspension or discharge, and the Union will be provided a copy of any written warning issued to an employee. However, all written notices of disciplinary action or warnings in respect to any employee shall be removed by the District

from its personnel file for such employee following two (2) years wherein no new notices or warnings have been issued to such employee.

15.2 Any employee who is absent from work without having notified his/her immediate supervisor or, if the latter is not available to receive notification, the Director of the Division to which the employee has been assigned, shall receive a disciplinary suspension of three (3) working days incident to the first failure to so notify his/her Manager, and may be discharged incident to the second such failure.

15.3 The Union shall have the right to take up the suspension or discharge of an employee as a grievance at the third step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step, if necessary.

15.4 In case of voluntary termination of employment, at least one week's notice will be given the District by the employee involved, except that if, in the opinion of the District, the continued presence of the employee on District property will be detrimental to the best interest of the District, then the employee involved may be terminated immediately and the District shall pay the quitting employee a pro-rata PTO allowance.

ARTICLE 16

SAFETY, SANITATION AND HEALTH

16.1 The District shall maintain such health, safety and sanitary conditions as are necessary to protect and preserve the welfare of employees.

16.2 The discovery and prompt reporting of unsafe working conditions is the responsibility of all employees and representatives of the District. Accordingly, the Union shall select a safety representative at each of the three (3) major facilities operated by the District, at the Base Shop; and the name of each such representative will be provided in

writing by the Union to the Human Resources. Immediately after a safety hazard is discovered by any such representative or any other employee, such representative or employee shall report such hazard using the safety inquiry form to the Department Manager or his/her Assistant, who will cause such hazard to be investigated. Following the investigation, a written response will be provided the employee.

16.3 Safety meetings for employees shall be held each month at each of the three (3) major facilities operated by the District. Such meetings shall be conducted by representatives of the District. Employees attending such meetings shall be encouraged and permitted to participate therein.

16.4 The District shall provide adequate first aid protection for all employees during working hours.

16.5 The District shall maintain adequate lunchroom, washroom and toilet facilities.

16.6 Ample wash up and clean up time will be permitted employees.

16.7 The District shall provide rain gear, rubber boots, gloves and a hard hat to each employee, for which the employee will be responsible. The District will replace any item issued if no longer usable because of normal wear and tear, but an employee shall reimburse the District for any item replaced by it because such item has been lost or damaged as a consequence of negligence or abuse. The District shall reimburse employees up to \$300 each contract year (May – April) for prescription protective eyewear purchased by the employee for use in the workplace. The District shall provide an annual stipend for boots and clothing of \$300. This stipend shall be considered taxable compensation in accordance with state and federal law and shall be subject to all required deductions.

16.8 Should the District at any time require an employee to take a physical or medical examination, such examination shall be performed at the expense of, and by a doctor designated by, the District.

ARTICLE 17
EMPLOYEE BENEFITS

17.1 Employees shall be paid once each week, and all overtime hours and payroll deductions (including the amount withheld for F.I.C.A. and Illinois Municipal Retirement Fund) shall be itemized on each employee's pay stub. Beginning January 1, 2026, the District may implement a bi-weekly payroll. The District shall distribute or have ready and available the paystubs of employees at 2:00 p.m. on Thursday paydays at the assigned location for each employee.

17.2 The District shall pay the full premium cost of health and dental insurance coverage for each employee and also the full premium cost of family coverage for any such employee who elects to avail himself/herself of such coverage. During the term of this Agreement there shall be no change in such premium contributions. Furthermore, there shall be no change in benefits offered under the plan unless such change is implemented for all other parties receiving coverage under the District plan. If the District pays a premium for family health and/or dental insurance coverage on behalf of an employee who has elected such coverage but was not entitled thereto, such employee shall reimburse the District the premiums for such coverage at a rate mutually agreed upon by such employee and the District, which rate shall be no less than three percent (3%) and not to exceed ten percent (10%) of gross pay in any pay period.

17.3 When employees use their own vehicles on business for or on behalf of the District, such employees shall be reimbursed for the use of such vehicles at the maximum per mile rate allowed by the Internal Revenue Service regulations.

With the exception of rotational employees, employees who are temporarily assigned to another work location shall be reimbursed for any differential mileage from the employee's home to temporary work location versus the mileage from the employee's home to their permanent work location.

17.4 The Union will be allowed bulletin board privileges at prominent District locations approved by the Executive Director. Each bulletin board will be glass encased and equipped with a lock, the key to which shall at all times remain in the possession of only the Union steward for the location and the immediate supervisor responsible for such location. No employee shall be permitted to post any matter on any bulletin board except a Union steward. The Union shall be solely responsible for all matter posted on bulletin boards. Such matter shall be confined to notices concerning Union meetings, social events, dues and assessments, and so forth. However, in no event shall such matter be prejudicial or injurious to the District, its Trustees or supervisory employees, and if any posted matter is determined to be so by the Executive Director, such matter may be removed by the District from all bulletin boards where so posted and such matter will not thereafter be reposted.

17.5 If the Union desires to hold Union Committee meetings on the property of the District on nonworking time, the Executive Director shall upon request authorize a meeting room for this purpose.

17.6 The Union and its members agree to abide by such rules and regulations as are from time to time issued by the District. Any employee who considers himself/herself aggrieved by reason of having to abide by any such rule or regulation may resort to the grievance procedure set forth in Article 18 of this Agreement.

17.7 The District shall continue to maintain a tuition reimbursement policy and procedure that shall not be less generous than is provided to non-bargaining unit employees.

ARTICLE 18
GRIEVANCE AND ARBITRATION PROCEDURE

18.1 Should any difference arise as to the meaning or application of any of the provisions of this Agreement, it shall be processed in accordance with the following procedure, it being mutually agreed that an earnest effort shall be made by both parties in the exercise of good faith to settle such difference as expeditiously as possible pursuant to such procedure. All grievances must be presented promptly but in no event later than thirty days following the date of the events which are the subject of the grievance. Grievances filed beyond that time period shall be deemed waived.

STEP ONE: Any bargaining unit employee having such a difference shall, either alone or accompanied by his/her Union steward, first take the difference up with his/her immediate supervisor.

STEP TWO: If the difference is not satisfactorily settled in Step One of this procedure within five (5) working days after presentation to an employee's immediate supervisor, it shall be reduced to writing, dated and signed, and given to the appropriate Director, depending upon the Department to which the employee has been assigned. The Director shall in turn record his/her disposition there on within five (5) working days thereafter and sign the same, returning one (1) copy to the employee or the steward.

STEP THREE: If the difference is not satisfactorily settled in Step Two of this procedure, it may be submitted by the Union Committee to the Executive Director (or his/her designated representative) within five (5) working days

after the Director has returned a copy of his/her disposition of the difference to the employee or the steward as provided in Step Two. The Union Committee and the Executive Director (or his/her designated representative) shall meet within five (5) working days, or the earliest mutually agreeable date, after the difference has been so submitted. In any meeting held in Step Three, the Union's chief steward and one other steward shall be the only employees representing the grievant permitted to attend such meeting on District time. The Executive Director (or his/her designated representative) shall have his/her answer in writing within five (5) days after such meeting.

STEP FOUR: In the event the difference is not resolved in Step Three, the District or the Union shall have the right to submit the matter to binding arbitration by notifying the other party in writing within ninety (90) working days after the Executive Director or his/her designee has returned a copy of his/her disposition of the difference to the Union Committee as provided in Step Three. The party requesting arbitration shall request from the Federal Mediation & Conciliation Service (FMCS) a list of seven arbitrators. Within 30 working days after receipt of the list, the parties shall select as arbitrator one of the persons on the list. If the parties cannot agree on an arbitrator, both the District and the Union shall each alternately strike one name from the list. The order of striking shall be determined by a coin toss. The last remaining person shall be the arbitrator.

18.2 Any hearing that is held in respect to any grievance shall be held within ninety (90) days subsequent to the selection of the Arbitrator, unless otherwise agreed by the parties, in writing.

18.3 The jurisdiction of the Arbitrator shall be limited to consideration of the specific grievance submitted for arbitration involving the meaning or application of the provisions of this Agreement, and such Arbitrator shall have no authority to add to, subtract

from or change any of the terms of this Agreement, or any amendments or supplements thereto. No more than one (1) grievance may be heard by such Arbitrator unless the District and the Union agree otherwise. The expense and fees of the Arbitrator and the Federal Mediation & Conciliation Service (FMCS) shall be shared equally by the District and the Union.

18.4 Differences may be processed under this Article during working hours if there is no interference with the operation of the District and upon the express consent of the District. However, unless the time limitations which are provided for in this Article are extended in writing by mutual agreement of the District and the Union, such limitation shall be considered exclusive and the failure to process any grievance to the next step within such limitations shall result in the grievance being settled on the basis of the last written answer, and such grievance shall not be subject to further appeal.

18.5 The Union will notify the District in advance of the name or names of its duly authorized representatives to handle grievances. Such representatives shall have reasonable access to the District's operations for the purpose of processing grievances at any step of the grievance procedure.

ARTICLE 19

"NO STRIKE" PROVISIONS

19.1 During the term of this Agreement, neither the Union nor its officers or agents shall, directly or indirectly, call, sanction, encourage, finance, condone, and/or assist in any way, nor shall any bargaining unit employee instigate or participate, whether directly or indirectly, in any strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work stoppage, picketing, or other interference with any operations of the District except for failure of the District to abide by an award of the arbitration panel mentioned in Article 19 of this Agreement. The Union, and its officers and agents shall cooperate with the District throughout such term in continuing operations in a normal manner, and shall

actively discourage and endeavor to prevent or terminate any violation of this Article. Employees covered by this Agreement will not honor or recognize any picket line which may at any time or for any reason be placed at the premises of the District.

19.2 The District agrees that, during the term of this Agreement, it will not lock out any of its bargaining unit employees.

19.3 Participation during the term of this Agreement in any strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work stoppage, picketing, or other interferences with the operations of the District in violation of this Article shall be just cause for discharge or other discipline by the District in its sole discretion, of any or all employees participating therein. However, should an issue of fact arise whether or not any particular employee has engaged in, participated in, or encouraged any of the acts prohibited by this Article, such issue may be resolved by reference to the grievance and arbitration provisions contained in this Agreement.

19.4 In the event of a violation of this Article, the Union shall promptly notify all employees covered by this Agreement that the strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work-stoppage, picketing, or other interference with the operations of the District is prohibited by this Article and is not in any way sanctioned or approved by the Union. The Union shall immediately order all of its members covered by this Agreement to return to work at once.

ARTICLE 20

AMENDMENTS

20.1 This Agreement may be amended in writing at any time by mutual agreement between the parties.

ARTICLE 21
SAVINGS CLAUSE

21.1 This Agreement shall not supersede any existing or future laws of the State of Illinois or Federal Government as they effect the operations of the District. If any provisions of this Agreement shall be declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect during the term of this Agreement.

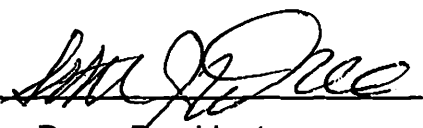
ARTICLE 22
DURATION OF AGREEMENT

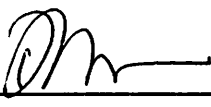
22.1 Except as otherwise specifically amended, this Agreement shall be effective as of May 1, 2025, and shall continue in effect until April 30, 2032, and from year to year thereafter unless either party serves upon the other sixty (60) days' prior written notice of a desire to modify or terminate this Agreement. In the event notice is given to modify this Agreement, it shall identify the provisions of the Agreement which the party providing notice desires to be modified. In any event, whenever notice to modify or terminate is timely served, negotiations shall commence between the parties within fifteen (15) days after receipt thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year indicated hereafter.

NORTH SHORE WATER RECLAMATION DISTRICT

SERVICE EMPLOYEES' LOCAL NO. 73

By: 
Stephen Drew, President

By:  5/16/25
SEIU Local 73

By: _____
Michael Mueller, SEIU Union Rep.

By: _____
Tanya Blum, District Secretary

Approved by Committee:

(SEAL)

By: _____
Andres Villavicencio, Chief Steward

By: _____
Juan Santana

By: _____
Jon Koncan

By: _____
Francisco Mateos

By: _____
Kevin Meincke

Date: _____

APPENDIX A

All employees shall be classified in accordance with the work being performed and shall be paid no less than the minimum wage rates provided for hereafter, plus longevity pay where applicable.

Effective May 1, 2025 and thereafter in the absence of notice to reopen this Agreement for the purpose of negotiating new wage rates and fringe benefits as provided elsewhere in this Agreement, the straight-time hourly wage rates for all positions within the bargaining unit shall be as follows:

	Effective May 1st
Job Classification	2025
Operator	\$41.89
Operator-Trainee	
Starting Rate	\$31.89
After 180 days	\$33.54
With IEPA Class IV Cert.	\$36.32
With IEPA Class III Cert.	\$39.09
Base Shop Mechanic	\$45.20
Instrument Repairer	\$45.20
Garage Mechanic	\$40.58
Plant Maintenance Mechanic	\$40.58
Preventative Maintenance Mechanic	\$35.52
CMOM Technician	\$40.58
Sewer Inspector	\$35.26
Laborer	
Starting Rate	\$30.19
After 180 days	\$31.89
Laborer - Floater	
Starting Rate	\$30.19
After 180 days	\$31.89

Pay increases to be effective May 1st, 2026, and each May 1st thereafter, during the term of this Agreement, will be the greater of the January CPI-U (Urban), Chicago or 3.00%. The District will provide the Union with a list of the hourly wage rates and documentation of the CPI-U Chicago for each time period. This information will be provided no later than April 15th of each year.

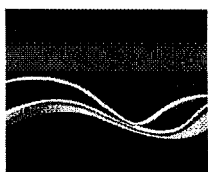
There shall be an allowance of \$0.25 cents per hour longevity pay upon completion of five (5) years of continuous service, and there shall be added \$0.25 cents per hour longevity pay for each five (5) years of service thereafter through retirement or otherwise.

APPENDIX B

The following are the job descriptions, including the primary as well as special duties, of each job classification within the bargaining unit:

Title: Operator

Division: Operations



Protecting Lake Michigan & Our Waterways.

North Shore Water Reclamation District

JOB DESCRIPTION

Job Purpose Statement: Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal, State and Local regulations governing the wastewater treatment process and management for an assigned facility.

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. Monitor and perform all daily wastewater treatment plant operations. Operate sewage treatment, sludge processing, and disposal equipment. Direct excess plant flow to retention basins, disinfect, process return flows as appropriate, flush and clean Basins.
2. Assist in troubleshooting technical and mechanical problems; perform required scheduled preventive maintenance duties; assist with the repair and modification of equipment as needed.
3. Perform wastewater sampling and proper reporting for lab and on-site analysis to monitor process controls and to comply with NPDES permits.
4. Monitor sampler and system control instrumentation as scheduled, check and log readings, analyze abnormal conditions, make adjustments to equipment and take other appropriate corrective action.
5. Prepare and maintain accurate and complete work records.
6. Visually check equipment, valves, motors and tank levels for proper operation, add chemicals and switch to back-up equipment as necessary, initiate maintenance work orders as required.
7. Perform safe handling, usage, and recording of various process chemicals.
8. Attend meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills.
9. Monitor remote stations, check readings, adjust equipment as indicated and take corrective action as required including on-site inspections.
10. Follow and update Standard Operating Procedures. Receive and attend to customer complaints.

11. Monitor toxic gas levels, log readings as required.
12. Assist in training of Operator – Trainees.
13. Keep Superintendent and Assistant Superintendent informed of unusual conditions. Coordinate operational activities with other crafts.
14. Serve on call as scheduled to ensure uninterrupted service for customers.
15. Respond to emergency calls on a 24-hour basis. Maintain contact with the plants via phone during off-hours.
16. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, talking, hearing, acuity far, acuity near, depth perception, field of vision, accommodation, color vision. Heights and ladders.

Physical Demands:

Must be physically capable of performing strenuous manual labor in adverse weather conditions. Physical demands commonly associated[†] with the performance of the functions of this job.

Lift over 1 lb up to 5 lbs up to 15% of the time, over 5 lbs up to 25 lbs up to 15% of the time and over 25 lbs up to 60 lbs up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, outside, both, extremes of cold, cold temperature changes, wet, humid, noise, hazards, fumes, odors, dust.

Job Qualification Requirements

Knowledge: Operation and knowledge of a class I activated sludge WRF. Ability to comprehend both oral and written instructions in the English language. Working knowledge of hydraulics, wastewater chemistry, basic physics, and be able to make calculations using algebra and geometry (either through experience or academic training). Basic blueprint knowledge, basic lab techniques, electrical knowledge, and computer skills. Ability to work independently with minimal supervision.

Education and Experience: Employees in this position shall possess a Class 2 Certificate of Competency (five (5) years in secondary sewage treatment operations) issued by the Division of Water Pollution Control of the Illinois E.P.A. and shall be able to qualify for such certification as Illinois E.P.A. or other regulatory agencies may require. Any employee assigned to this position that does not possess

a Class 2 certificate shall be afforded sixteen (16) months from the date he or she is first assigned to this position or from the date he or she is first eligible, pursuant to I.E.P.A. requirements, to sit for the Class 2 exam, whichever is longer, to obtain said certificate. High school diploma or equivalent. College level coursework is desirable.

Types of Machines, Tools, Equipment (Office and Industrial), Software used:

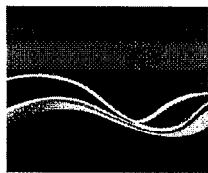
pH meter, D.O. meter, phosphorous analyzer, centrifuge, cleaning equipment, sludge judge, gas analyzers, safety and personal protective equipment, pumps, filtration test equipment, company truck and hand tools. Computers or other smart devices, Cl2 titrator, calculator, district communication system, PAPR/PPE and various safety equipment. Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs).

Licenses/Certifications: Illinois EPA Class 2 Certification or higher.

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. Requirement exists at the time of hire and as a condition of continued employment.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

North Shore Water Reclamation District

JOB DESCRIPTION

Job Purpose Statement: Under general direction and within guidelines set by policies, rules, and regulations, this position is responsible for performing complex operational and general maintenance work functions at the District's wastewater treatment facility, as assigned, under the direct supervision of a licensed Wastewater Treatment Plant Operator. Upon receiving Illinois EPA Class 4 Wastewater Treatment Plant Operator license, employee will perform duties to ensure waste water is treated in accordance with E.P.A. Regulations and District standards for an assigned facility.

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. All essential functions are performed under the supervision of a Wastewater Treatment Plant Operator or Superintendent.
2. Ensure proper dosages of chemicals and mixing operations; tank levels; filter processes; laboratory work; safety, operational data logs, and compliance with all local, state and federal regulations.
3. Follow preventive maintenance schedules for all equipment, recommend repairs and replacement of defective parts and equipment, inspect equipment and machinery according to procedures and request necessary supplies, equipment and etc. Initiate maintenance work orders as required.
4. Perform required analytical testing for the water/wastewater treatment facility. Record and report all data.
5. Perform safe handling, usage, and recording of various process chemicals.
6. Collect all required testing samples.
7. Follow and update Standard Operating Procedures.
8. Monitor remote stations, check readings, make adjustments to equipment as indicated and take corrective action as required.
9. Receive and attend to customer complaints.
10. Prepare for required certification examination by studying appropriate materials and equipment.

11. Keep Superintendent and Assistant Superintendent informed of unusual conditions. Coordinate operational activities with other crafts.
12. Respond to emergency calls on a 24-hour basis. Maintain contact with the plants via phone during off-hours. On-call is required after completion of training at assigned facility.
13. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping kneeling, crouching, crawling, reaching, handling, fingering, talking, hearing, acuity far, acuity near, depth perception, field of vision, accommodation, color vision. Heights and ladders.

Physical Demands:

Must be physically capable of performing strenuous manual labor in adverse weather conditions. Physical demands commonly associated[†] with the performance of the functions of this job.

Lift over 1 lb up to 5 lbs up to 15% of the time, over 5 lbs up to 25 lbs up to 15% of the time and over 25 lbs up to 60 lbs up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, outside, both, extremes of cold, cold temperature changes, wet, humid, noise, hazards, fumes, odors, dust.

Job Qualification Requirements

Knowledge: Knowledge of the principles and practices used in water treatment. Ability to comprehend both oral and written instructions in the English language. Working knowledge of hydraulics, wastewater chemistry, basic physics, and be able to make calculations using algebra and geometry (either through experience or academic training). Basic blueprint knowledge, basic lab techniques, electrical knowledge, and computer skills. Ability to work independently with minimal supervision.

Education and Experience: High school diploma or equivalent with related work experience; or an equivalent combination of education and experience. College level coursework is desirable.

Types of Machines, Tools, Equipment (Office and Industrial), Software used:

pH meter, D.O. meter, phosphorous analyzer, centrifuge, cleaning equipment, sludge judge, gas analyzers, safety and personal protective equipment, pumps, filtration test equipment, company truck and hand tools. Computers or other smart devices, Cl₂ titrator, calculator, district communication system,

Title: Operator - Trainee

Division: Operations

PAPR/PPE and various safety equipment. Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs).

Licenses/Certifications: Illinois EPA Class 4 Certification or higher. Employees without Class 4 Certification must pass the Illinois EPA Class 4 certification exam listed by the required deadline (within an eighteen (18) month period from the date of hire).

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. Requirement exists at the time of hire and as a condition of continued employment.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: A Base Shop Mechanic performs a variety of skilled tasks in maintaining, overhauling and assembling mechanical equipment and auxiliaries associated with boilers, large diesel engines, pumps, valves, actuators, piping, compressors, barscreens, collectors, clarifiers, centrifuges, conveyors, heat exchangers, emissions control equipment, and other equipment found in a wastewater treatment plant or performs the more difficult and skilled mechanical work.

Reporting Structure: Supervisor, Mechanical Maintenance.

Essential Job Functions:

1. Maintain wastewater treatment plant equipment to assure conformance to acceptable standards. This includes preliminary, primary, and secondary wastewater treatment process equipment as well as wastewater solids process equipment, such as sludge thickeners and anaerobic digesters. Also, may be assigned to perform repairs, maintenance and inspection of pumping stations.
2. Review work orders and p.m. schedules, plan daily work activities, and establish job priorities.
3. Inspect and analyze nature of repair required, perform tests and disassemble units, check and replace or repair components such as pumps, clutches, motors, gears, valves and shafts. Reassemble units, align and adjust and check for proper operation.
4. Perform preventive activities as scheduled, oil and lubricate equipment, replace filters and belts, check equipment operation and perform repairs as detected.
5. Maintain part inventory and order parts and supplies as required for repairs and preventive maintenance work within established dollar limits.
6. Set up equipment to machine, modify, weld and fabricate parts.
7. Notify supervisor of obsolete or unsafe equipment and follow through as necessary following established procedures.
8. Install new equipment, build foundations, align, make necessary hydraulic and vacuum connections, and perform final equipment tests.
9. Maintain availability on call on a rotational basis, to work weekends and respond to emergencies.
10. Maintain building, building equipment and grounds, repair HVAC and compressor equipment as necessary, and perform painting and carpentry duties.
11. Maintain and repair facility safety equipment.
12. Prepare and maintain required records and flow charts.
13. Handle, store, transport and use hazardous chemicals/gases in accordance with prescribed procedures.

14. Know basic plant and pump station operating procedures.
15. Use and maintain a variety of hand tools, power tools, electrical testing devices and hoisting equipment.
16. Maintain up-to-date and accurate manuals and reference guides, record and log of operating conditions of equipment and maintenance work performed by entering data on a computer for tracking repairs and maintenance of completed work orders.
17. Provide direction to assisting staff, instructing them in proper work procedures and safety precautions.
18. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift up to 1 lb up to 15% of the time, Over 1 lb up to 5 lbs up to 15% of the time, Over 5 lbs up to 25 lbs over 15% and up to 40% of the time, Over 25 lbs up to 60 lbs up to 15% of the time, Over 60 lbs over 40% up to 70% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation, Usual office environmental conditions.

Job Qualification Requirements

Knowledge: Basic math, Algebra, Trigonometry, Machinist or tool and die apprenticeship or tech school, drafting or blueprint reading, welding, basic electronics, general building and ground maintenance, good communication skills, ongoing education and new technology. Operation and maintenance of mechanical equipment such as pumps, valves, electric motors, electric motor variable speed control panels, gear reduction drives, chain driven equipment, micro-processor controllers and other related equipment. Fundamentals of machinery alignment.

Title: Base Shop Mechanic

Department: Mechanical Maintenance Scheduling

Must be able to pass a Base Shop-level mechanical reasoning or aptitude test(s) as required at the time of job bid or application for this position.

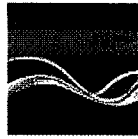
Experience: High school diploma or equivalent with vocational/technical training in mechanics or a related field and five years of equipment maintenance experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Seniority shall prevail only where employees possess the skill and ability to perform the work.

Machines, Tools, Equipment (Office and Industrial), Software: Hand tools, general, electric and air tools, hoists and fork lift, lathes, mills, drill press, vibration equipment, analyzing equipment, work vehicle, welding and cutting equipment. PAPR/PPE and various safety equipment. Precision measuring instruments. Machine Alignment tools. Pneumatic hammers, vibration meters, temperature analyzer, gas and electric welding equipment, milling machines, lathes, rotary drill press, surface grinders, tachometers, and a wide variety of hand power tools.

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: Performance of all duties (other than those designated by the manufacturer as normal operator maintenance) relating to the repair and maintenance of the District's automotive, lawn, snow removal and heavy equipment; portable pumps, generators, power washers, compressors having gasoline, kerosene or diesel engines, and other equipment; other repairs as assigned.

Reporting Structure: Supervisor, Mechanical Maintenance.

Essential Job Functions:

1. Review work orders, and plan and establish job priorities with supervisor.
2. Analyze, test and diagnose the nature of equipment problem involving mechanical, electrical, hydraulic, pneumatic and electronic functions.
3. Tear down vehicles and combustion type equipment, determine defective components, and replace units such as engines, rear ends, transmissions, clutch and differential assemblies, brakes and shocks, reassemble and test drive for proper operation.
4. Work from vehicle preventive maintenance schedule, lubricate and change oil, tune-ups, check and change tires, fluids and air conditioning, electric brake and exhaust systems. Visually check equipment and run diagnostic checks for needed repairs.
5. Provide proper information to order parts and supplies as needed.
6. Maintain logs and prepare work order reports.
7. Design, fabricate and weld sheet metal components.
8. Perform special projects of a maintenance nature within the facility as assigned.
9. Set up machinery equipment and fabricate parts as needed.
10. Wash down vehicles as necessary.
11. Tow vehicles as feasible and respond to emergency calls on a 24-hour basis.
12. Fabricate hydraulic hoses in accordance with required length and size.
13. Greasing, washing and driving of vehicles, and shop housekeeping.
14. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift up to 1 lb over 70% of the time, Over 1 lb up to 5 lbs over 40% and up to 70% of the time, Over 5 lbs up to 25 lbs over 15% up to 40% of time, Over 25 lbs up to 60 lbs up to 15% of the time, Over 60 lbs up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Noise, Vibration, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation, Usual office environmental conditions.

Job Qualification Requirements

Knowledge: Ability to comprehend both oral and written instructions in the English language. High School graduate or equivalent. Vocation training in automotive repair and maintenance preferred. Must be able to become ASE Certified.

Must be able to pass a mechanical reasoning or aptitude test(s) as required at the time of job bid or application for this position (unless previously completed for Preventive Maintenance Mechanic or Plant Maintenance Mechanic or Base Shop Mechanic position).

Experience: Five (5) years of experience which has provided a thorough knowledge of automotive equipment and the ability to perform necessary maintenance and repairs.

Machines, Tools, Equipment (Office and Industrial), Software: Hand tool, drills, grinders, impact tools, welders, cutting torch, electronic testers, engine diagnostic analyzer, refrigerant and anti-freeze, recovery equipment, hose crimper, air hoist and jack, plus many more tools and equipment. PAPR/PPE and various safety equipment.

Licenses/Certifications: n/a

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: Under general supervision, performs a variety of skilled and semi-skilled duties and responsibilities involved in the maintenance, repair, service, and installation of equipment, machinery, and related facilities at one or more water treatment plants; performs related maintenance-oriented tasks, keeps records and prepares reports; and performs a variety of tasks relative to assigned area of responsibility.

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. Review maintenance work orders and inspect equipment, diagnose the nature of repairs required and plan repair procedures.
2. Tear down equipment, replace components, including but not limited to mechanical, pneumatic and hydraulic functions, impellers, valves, bearings, shafts, gear sets, seals, belts, chains and hoses. Reassemble, adjust, test and monitor units for proper operation.
3. Perform pneumatic and hydraulic line systems equipment repairs, rethread and replace pipes, hoses, seals and components and check for leaks, pressure and proper operation.
4. Perform buildings and grounds maintenance as required.
5. Perform minor fabrication, welding and repairs.
6. Lubricate and oil equipment, replace filters, flush lines and inspect tanks and equipment for proper operation, as required.
7. Maintain maintenance stock room supplies and prepare purchase requisitions for repair parts as needed.
8. Complete maintenance work order forms and enter into computer system or submit to supervisor as required.
9. Notify supervisor of unusual equipment problems.
10. Recommend new and replacement plant equipment; equipment overhaul or outside contractor maintenance.
11. Maintain availability on call on a rotational basis, to work weekends and respond to emergencies.
12. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift up to 1 lb. up to 15% of the time, over 1 lb. up to 5 lbs. over 15% up to 40% of the time, over 5 lbs. up to 25 lbs. up to 15% of the time may be carried several hundred yards during the day, over 25 lbs. up to 60 lbs. up to 15% of the time may be required to carry several feet, Over 60 lbs. up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation.

Job Qualification Requirements

Knowledge: Ability to comprehend both oral and written instructions in the English language. Must have a working knowledge of plumbing and electricity, be familiar with machinery and equipment such as pumps, air compressors, electric motors, electric and pneumatic switching devices, and other wastewater treatment plant equipment. Must be capable of handling hand and power tools, and may be called upon to do light carpentry and masonry work.

Must be able to pass a mechanical reasoning or aptitude test(s) as required at the time of job bid or application for this position.

Experience: High school diploma or equivalent with vocational/technical training in mechanics or a related field and two years of equipment maintenance experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Seniority shall prevail only where employees possess the skill and ability to perform the work.

Machines, Tools, Equipment (Office and Industrial), Software: Pipe threader, gas and electric welder, fork lift, drill press, power rodder, hand power tools (saws, drills), portable air compressors, hydraulic press, and a variety of hand tools, telephone. PAPR/PPE and various safety equipment.

Title: Plant Maintenance Mechanic

Department: Operations

Licenses/Certifications: Special vocational shop studies desirable (blue print reading, shop math, metal shop, etc.).

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: This is an entry-level training position. An employee in this position will be responsible for the preventive maintenance of the machinery and equipment of a sewage treatment facility and all supporting facilities; work orders relating but not limited to building maintenance (general plumbing, carpentry, heating and ventilating and air conditioning units, etc.), belts, oil levels, pump packing adjustment, requiring one person of approximately two hours or less in duration with minimum number of parts; and assist Plant Mechanics and other crafts as needed.

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. Review preventive maintenance work orders and inspect equipment, diagnose the nature of repairs required and plan repair procedures.
2. Collect oil samples for analysis, and review test results with supervisor.
3. Perform scheduled preventive maintenance, replace filters, and flush lines and inspect tanks and equipment for proper operation.
4. Attend and complete all scheduled training, both during and after normal working hours, as required.
5. Maintain maintenance stock room supplies and prepare purchase requisitions for repair parts as needed.
6. Complete preventive maintenance work order forms and submit to supervisor as required. Assists in making routine repairs to pumps, mixers, motors, and other equipment.
7. Notify supervisor of unusual equipment problems.
8. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift up to 1 lb. up to 15% of the time, Over 1 lb. up to 5 lbs. over 15% up to 40% of the time, Over 5 lbs. up to 25 lbs. up to 15% of the time may be carried several hundred yards during the day, Over 25 lbs. up to 60 lbs. up to 15% of the time may be required to carry several feet, Over 60 lbs. up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation.

Job Qualification Requirements

Knowledge: Ability to comprehend both oral and written instructions in the English language. Experience with wastewater treatment plant equipment is desired. Must have a working knowledge of basic plumbing and electricity, and be familiar with machinery and equipment such as pumps, air compressors, electric motors.

Experience: High school diploma or equivalent with vocational/technical training in mechanics or a related field or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Must be able to pass a mechanical reasoning or aptitude test(s) as required at the time of job bid or application for this position.

Machines, Tools, Equipment (Office and Industrial), Software: Fork lift, power rodder, hand power tools (saws, drills), portable air compressors, and a variety of hand and power tools. PAPR/PPE and various safety equipment.

Licenses/Certifications: Special vocational shop studies desirable (blue print reading, shop math, metal shop, etc.).

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: Perform a variety of routine unskilled and semi-skilled manual duties required in the operation and maintenance of the wastewater recycling operations and sewer collection system throughout District facilities..

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. Perform work required for the maintenance, repair, and improvement of buildings, equipment, vehicles and grounds.
2. Replace supplies and report machines, tools, equipment needed repairs to supervisor.
3. Pump out tanks. Hose down, scrub, scrape and clean plant facilities, tanks and equipment.
4. Paint equipment, piping, walls, panels and other items throughout the facility as assigned.
5. Pump sludge, load and unload trucks, clean drains and dig ditches.
6. Operate lawn mower equipment. Mow and trim lawn, trim bushes, rake leaves, apply fertilizer and perform general gardening tasks. Maintain equipment as necessary.
7. Operate snowplowing equipment. Remove snow from walkways and roadways. Maintain equipment as necessary.
8. Document accurate records of preventative maintenance and equipment operations.
9. Assist others crafts on various maintenance and repair tasks.
10. Run errands, pick up supplies as needed using company vehicle.
11. Expected to be available for call-out in emergencies and available for work on weekends and holidays.
12. Able to receive and follow instructions and communicate with co-workers. Ability to work as a team player or independently.
13. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated with the performance of the functions of this job.

Lift up to 1 lb. up to 15% of the time, Over 1 lb. up to 5 lbs. over 15% up to 40% of the time, Over 5 lbs. up to 25 lbs. up to 15% of the time may be carried several hundred yards during the day, Over 25 lbs. up to 60 lbs. up to 15% of the time may be required to carry several feet, Over 60 lbs. up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation.

Job Qualification Requirements

Knowledge: High School level reading and math skills, ability to understand and communicate in English language. High school graduate or state recognized educational equivalency certificate.

Experience: Specific vocational preparation includes an occupationally significant combination of vocational education, apprentice training, in-plant training, on-the-job training, or essential experience.

Machines, Tools, Equipment (Office and Industrial), Software: Skidsteer loader, fork lift truck, lawn equipment, pressure washer, power hand tools (saws, drills, etc.), sand blaster, hoists/comalongs, snow blowers, pick-up truck (w/snow plow attach), tractors and associated equipment, ladders and scaffolds, power buffers, portable pumps and compressors, power snakes and rodders, electric valve operators. Manufacturer operating and maintenance instructions, product warning labels and plant warning signs, SDS sheets. PAPR/PPE and various safety equipment.

Licenses/Certifications: CDL license and Forklift Certification with experience in operating equipment preferred but not necessary.

Other:

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: Perform a variety of routine unskilled and semi-skilled manual duties required in the operation and maintenance of the waste water recycling operations and sewer collection system throughout District facilities. Facility assignments for the Laborer – Floater will vary based upon District staffing needs and are subject to change frequently and with limited notice.

Reporting Structure: Superintendent and Assistant Superintendent.

Essential Job Functions:

1. Perform work required for the maintenance, repair, and improvement of buildings, equipment, vehicles and grounds.
2. Replace supplies and report machines, tools, equipment needed repairs to supervisor.
3. Pump out tanks. Hose down, scrub, scrape and clean plant facilities, tanks and equipment.
4. Paint equipment, piping, walls, panels and other items throughout the facility as assigned.
5. Pump sludge, load and unload trucks, clean drains and dig ditches.
6. Operate lawn mower equipment. Mow and trim lawn, trim bushes, rake leaves, apply fertilizer and perform general gardening tasks. Maintain equipment as necessary.
7. Operate snowplowing equipment. Remove snow from walkways and roadways. Maintain equipment as necessary.
8. Document accurate records of preventative maintenance and equipment operations.
9. Assist others crafts on various maintenance and repair tasks.
10. Run errands, pick up supplies as needed using company vehicle.
11. Expected to be available for call-out in emergencies and available for work on weekends and holidays.
12. Able to receive and follow instructions and communicate with co-workers. Ability to work as a team player or independently.
13. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated with the performance of the functions of this job.

Lift up to 1 lb. up to 15% of the time, Over 1 lb. up to 5 lbs. over 15% up to 40% of the time, Over 5 lbs. up to 25 lbs. up to 15% of the time may be carried several hundred yards during the day, Over 25 lbs. up to 60 lbs. up to 15% of the time may be required to carry several feet, Over 60 lbs. up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation.

Job Qualification Requirements

Knowledge: High School level reading and math skills, ability to understand and communicate in English language. High school graduate or state recognized educational equivalency certificate.

Experience: Specific vocational preparation includes an occupationally significant combination of vocational education, apprentice training, in-plant training, on-the job training, or essential experience.

Machines, Tools, Equipment (Office and Industrial), Software: Skidsteer loader, fork lift truck, lawn equipment, pressure washer, power hand tools (saws, drills, etc.), sand blaster, hoists/comalongs, snow blowers, pick-up truck (w/snow plow attach), tractors and associated equipment, ladders and scaffolds, power buffers, portable pumps and compressors, power snakes and rodders, electric valve operators. Manufacturer operating and maintenance instructions, product warning labels and plant warning signs, SDS sheets. PAPR/PPE and various safety equipment.

Licenses/Certifications: CDL license and Forklift Certification with experience in operating equipment preferred but not necessary.

Other:

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: Perform duties to maintain, repair and install a variety of electrical and electronic processing equipment instruments and controls, communications equipment and data transmission, security, lighting and HVAC systems.

Reporting Structure: Supervisor, Electrical Maintenance and Assistant Supervisor, Electrical Maintenance.

Essential Job Functions:

1. Complete scheduled preventive and corrective work orders and check with the Facility Supervisor and the Electrical Supervisor to prioritize the daily work.
2. Maintain and repair all installed electrical/electronic equipment including motors, controllers, generators, variable frequency drives, processing equipment, metering, monitoring and controlling devices, HVAC, lighting, security, communications systems, and external PLC circuitry.
3. Maintain, repair and/or install hydraulic and pneumatic control systems.
4. Troubleshoot, analyze, test equipment to diagnose the nature of the equipment malfunction. Perform necessary repairs, test and restore to operation.
5. Perform preventive maintenance, including checking fluid levels, drive belts and brushes. Test equipment for proper operation, cleaning slip rings and Eddy Current couplings and do thermal testing of contacts, bus bars and other electrical connections.
6. Install new equipment, conduit, wiring and connection boxes. Determine the parts required for proper installation and obtain them. Make electrical connections and test for proper operation.
7. Operate electrical power distribution system, including the emergency generators and 4160-volt switchgear. Parallel the 4160-volt generators with supplied power to test generator operation.
8. Modify and rewire installed electrical systems in accordance with engineering work orders and documents. Update existing drawings as required.
9. Design and build special test fixtures as needed.
10. Respond to emergency calls on a 24-hour basis. Maintain contact with the plants via phone during off-hours. On-call is required.
11. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated with the performance of the functions of this job.

Lift up to 1 lb up to 15% of the time, Over 1 lb up to 5 lbs over 70% of the time, Over 5 lbs up to 25 lbs over 40% up to 70% of the time, Over 25 lbs up to 60 lbs over 15% up to 40% of the time, Over 60 lbs up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation.

Knowledge: Use of electrical and electronic test equipment, i.e. (DMM's, oscilloscopes, signal generators), use of pipe bending equipment, (hand, mechanical, hydraulic) threading tools (hand, mechanical, electric), hand fish tapes and powered cable pullers, use of all related hand and power tools (drills, drill press, lathe, mill, belt and wheel grinders, air tools, bending brakes and shears). Ability to comprehend both oral and written instructions in the English language. High School graduate or equivalent. Post high school education in electricity and electronics, with several years of technical training beyond high school is strongly desired. (e.g. CLC, DeVry, Gateway Tech., M.A.T.C., etc.) Such training does not substitute for experience.

Examples of Desired Knowledge: Familiarity with 5000-volt power distribution equipment, including proper splicing and termination procedures of shielded and unshielded high voltage cable. Knowledge of special safety considerations and techniques required when working at these voltage levels. Good working knowledge of hydraulic and pneumatic control systems and related electrical interfaces. Ability to analyze and interpret electrical ladder diagrams and electronic schematics to aid in trouble shooting, equipment installation and to determine if electrical operation is proper. A working knowledge of Programmable Logic Controllers (P.L.C.'s) and how to interface them with external electrical apparatus. Knowledge of plant operations and how their actions affect the overall operation of the process. Knowledge of standby electrical power equipment and how to safely and properly interface them with our power distribution systems.

Title: Instrument Repairer

Department: Electrical Maintenance

Experience: Five years minimum in the industrial electrical/electronic field.

Machines, Tools, Equipment (Office and Industrial), Software: Bench lathe, mill, break, shears, bolt and wheel grinders, drill press, air tools, personal computer. Variety of electrical and electronic test equipment, pipe bending and threading tools, hand power tools and hand tools, and related stationary power tools. PAPR/PPE and various safety equipment.

Licenses/Certifications: n/a

Other: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

JOB DESCRIPTION

Job Purpose Statement: The overall intent of the Capacity, Management, Operation and Maintenance (CMOM) Plan is to assure that sufficient sanitary sewer capacity is available and to reduce sanitary sewer overflows (SSOs) and backups. The CMOM Technician is primarily responsible for identifying and managing sources of inflow and infiltration, maintaining annual cleaning and inspection programs, improving the management, operation and maintenance of collection systems, and proactively preventing and responding to system failures, SSOs and system backups. The CMOM Technician performs duties to inspect, test and approve all new sewers constructed in the District to ensure conformance with approved plans and District policy and inspects, maintains, and repairs District-owned sewers and appurtenances in accordance with District CMOM plan.

Reporting Structure: CMOM Coordinator.

Essential Job Functions:

1. Enter, inspect and maintain existing NSWRD-owned sewers, manholes, force mains, and appurtenances (confined spaces). Perform repairs and/or adjustments, including but not limited to:
 - Manhole frame and cover replacement and/or adjustment,
 - Installation of chimney seals,
 - Sealing of manhole lids,
 - Manhole hardware replacement,
 - Cleanout inspections and hardware replacement,
 - Air release inspections and parts replacement,
 - Manhole patching and grouting, and
 - Easement cleaning and locating of manholes.
2. Inspect new sewers under construction and completed sewers for proper construction.
3. Perform final inspections on new construction and submit required data to the CMOM Coordinator.
4. Ensure plugs are in place on lines under construction and install plugs as necessary.
5. Submit job log and review previous day's work activities with CMOM Coordinator and plan current day's jobs.
6. Respond to emergency calls on a 24-hour basis.
7. Conduct smoke, dye, or other required testing on sewer lines.

8. Review plans and route slips, and replenish supplies on vehicle.
9. Mount, install and maintain flow meters in sewers.
10. Survey GPS coordinates for sewers, manholes, structures, etc.
11. Enter maintenance records in District maintenance system.
12. Ensure that safe working conditions, safe work practices and good housekeeping procedures are in place.
13. Complete purchase order requisitions (POR), work orders, supply requisitions, fixed assets, confined space permits, etc.
14. Communicate and coordinate with other departments and/or general public in a professional manner.
15. Perform other duties in a safe manner as assigned by immediate supervisor or other supervisors as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated[†] with the performance of the functions of this job.

Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Handling, Fingering, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision. Heights and ladders.

Physical Demands:

Physical demands commonly associated[†] with the performance of the functions of this job.

Lift over 5 lbs. up to 25 lbs. up to 15% of the time, over 25 lbs. up to 60 lbs. up to 15% of the time and over 60 lbs. up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated[†] with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation.

Job Qualification Requirements

Knowledge: Ability to comprehend both oral and written instructions in the English language. High School graduate or equivalent. Read construction plans, knowledge of construction of sewers, review NSWRD requirements as they apply to sewers, be able to do math calculations as required, calibrate and use SAS detections equipment, understand the NSWRD confined space entry procedure and the proper use of equipment.

Experience: One year of sewer collection system inspection and/or sewer collection system maintenance experience. Seniority shall prevail only where employees possess the skill and ability to perform the work.

Types of Machines, Tools, Equipment (Office and Industrial), Software used:

Utility truck, pumps, generators, sewer bags, compressors, manhole hook, television equipment, pry bar, gas detector, safety equipment, small gas engines, calculator and survey instruments, computer, general office software, measuring tools, power tools, utility and hand tools. PAPR/PPE and various safety equipment.

Licenses/Certifications: Employees in this position shall be required to have a Class A Commercial Driver's License with the ability to obtain a Tanker endorsement within 90 days. Also, employees in this position must obtain NASSCO certification (PACP/LACP/MACP) by the end of the 180-day probationary period.

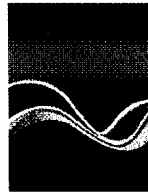
Other: Be available for work on a 24-hour, on-call basis, be capable of communicating with contractors in a business-like manner.

Random substance abuse testing is required for the position.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

APPENDIX C

MOUs APPLICABLE TO THIS CBA



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

TO: Michael Mueller, SEIU Local 73
FROM: Steve Nichter, Human Resource Generalist
DATE: April 1, 2025
RE: Memo of Understanding: Esteban Lara

Esteban Lara is hereby grandfathered into the position of Operator. He originally won the bid to become a Temporary Operator and started this position on July 1, 2024. On November 25, 2024, Esteban started at the Clavey Road WRF as a regular status Operator. "Any employee assigned to this position that does not possess a Class 2 certificate shall be afforded sixteen (16) months from the date he or she is first assigned to the position or from the date he or she is first eligible, pursuant to IEPA requirements, to sit for the Class 2 exam, whichever is longer, to obtain said certificate."