

VILLAGE OF CARLOCK JOB OPENING

Assistant Water Plant Manager

This is a part-time position with the Village of Carlock. This position will be as needed, anticipating 15-20 hours per week, and not exceeding 40 hours per week. As assistant to the Water Plant Manager, this individual will be involved in the operation of the water tower and chemical treatment plant. Additional duties will include meter reading. The individual selected for the position must be able to take direction but also be self-motivated and able to work independently. Water plant operation experience a plus, but not necessary.

Required Skills:

- Valid Driver's License
- Basic Computer Skills
- Mechanical Aptitude
- Ability to Work Independently
- Ability to Take Direction and Communicate Effectively
- Ability to Prioritize Work
- Good Organizational Skills
- Good Public Relations Skills and Customer Service
- Good Written and Verbal Communication

The position will start at \$15.00 per hour. Resume must be received by April 5, 2019. Mail to Village of Carlock Clerk, Attn: Human Resources, PO Box 233, Carlock, IL 61725, or email to: vocarlock@speednet.com

Applicants will be subject to background checks and drug testing.