

CITY OF WEST LIBERTY PUBLIC NOTICE

JOB OPENING

The City of West Liberty has an immediate opening for a water treatment plant and sewer operator. The position is full-time (40 hours per week) and includes benefits. This is an entry-level position and provides on-the-job training. Tasks vary but include the operation of equipment, performs construction and maintenance on the water distribution system such as installations of new water main, repairing water main breaks and replacing fire hydrants, valves, fittings; flushing hydrants installing and reading water meters. Applicant must have high school diploma or G.E.D. equivalent. This position requires a valid Iowa Class B, Commercial Driver's License (CDL) with tanker and air brakes, which must be obtained within six months of hire. Subject to the Department of Transportation drug and alcohol testing program. Previous water treatment plant experience is a definite plus. Starting wage is dependent on qualifications. Please complete an employment application available at City Hall or online at cityofwestlibertyia.org: Application are due by September 23, 2022, to the City of West Liberty, PO BOX 108 or in person at 119 E 3rd Street., West Liberty, IA 52776. AA/EOE.

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City Bulletin Board and City Website



CITY OF WEST LIBERTY, IOWA

Water Treatment Plant and Sewer Operator

DATE: Adopted 12/20

CLASSIFICATION: Non-Exempt **DEPARTMENT:** Water

JOB DESCRIPTION:

Summary/Objective

The Water Treatment Plant and Sewer Operator operates and maintains the water treatment plant and water distribution system meeting the regulations established by the federal, state, and local authorities. Performs the necessary labor to ensure a safe supply of water to the City, such as collecting and monitoring samples, monitoring lift stations, installing water main, repairing water mains, repairing or replacing water meters and inspecting and cleaning sewer mains.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Plant and Sewer Operator reports to the Water Treatment Plant and Sewer Superintendent.

ESSENTIAL FUNCTIONS:

- Performs all duties of a meter reader/laborer.
- Operates equipment and performs construction and maintenance on the water distribution system such as installation of new water main, repairing water main breaks and replacing fire hydrants, valves, fittings; flushing hydrants, paints fire hydrants as necessary; installs water meters in new buildings.
- Assists Water Department Supervisor in operating the water treatment plant and distribution system and wastewater pumping stations and distribution system in a manner to meet or exceed the federal, state, and City regulations.
- Inspect pumping stations and alarm systems, and cleans distributor arms.
- Coordinates and completes work orders.
- Operates equipment and performs One Call utility locates.
- Performs functions of Water Treatment Plant Operator or Equipment Operator for the Street Department when requested or as needed.
- Assists other City departments as directed and/or required.
- Attends regional meetings and various seminars relating to water treatment and distribution in order to maintain and further his/her operator certification.
- Maintains technical operational skills at the highest level and remain informed of the latest developments in the field.
- Establishes cooperative relationships with subordinates, vendors, contractors, and all others contacted during work assignments.

- Performs (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Knowledge of the principles and procedures involved in water treatment plant and water distribution operations, knowledge of the operation of mechanical and electrical equipment.
- Knowledge of relevant federal, state, and local regulations regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant and distribution system.
- Knowledge of water and sewer main construction and maintenance.
- Knowledge of the City's water and sewer main network; ability to understand and follow maintenance and construction plans and diagrams.
- Knowledge of modern laboratory techniques relating to water treatment; ability to interpret laboratory results and implement changes if necessary.
- Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive treatment plant.
- Knowledge of grounds maintenance and equipment.
- Knowledge of research methods and sources of information. Ability to perform statistical and mathematical techniques as well as evaluate technical data.
- Knowledge and practical experience with a variety of computer software programs including word processing, Excel, e-mail, and municipal financial software.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Ability to work independently while being responsible for planning, determining approaches and developing new methods to fulfill his/her responsibilities and make decisions in accordance with established plans, policies, and procedures.
- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
- Establishes and maintains effective working relationships with city personnel and the public while exercising integrity, confidentiality, and trustworthiness.
- Communicates effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups. Ability to use a telephone and a mobile radio.
- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to use contemporary technology, including computers, telephones, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, and concentrate for long periods of time.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education: Graduation from High School or equivalent G.E.D.

Experience: Training and experience sufficient to have obtained a Grade I Water Treatment Plant and Distribution Certification.

Preferred Education/Training: One year of experience with the operation and maintenance of a Reverse Osmosis (RO) water treatment plant and distribution experience.

LICENSING REQUIREMENTS:

1. Shall possess a valid Iowa Class B Commercial driver's license (CDL) with tanker and air brakes endorsements and have a good driving record for the past three years.
2. Shall obtain a Grade I Water Treatment Plant and Distribution Certification issued by the Iowa Department of Natural Resources within one (1) year of hire.
3. Shall be generally available for off-hour emergencies, meetings and/or work assignments.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work is performed primarily outside and includes seasonal exposure to cold and heat. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, isolation, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, electrical hazards, chemical hazards, fire hazards, explosion hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure, and irregular work hours.

SUPERVISORY RESPONSIBILITY:

The Water Plant Superintendent is responsible for the Department and its operations. The position is responsible for performance management and facilitation of hiring of employees.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position, and hours of work and days are Monday through Friday 7:00 a.m. to 3:30 p.m. Must be available to attend evening meetings and other events and weekend work may be required as job duties demand.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties

and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____