



POSITION DESCRIPTION

POSITION:	WATER/WASTWATER OPERATOR	FSLA:	NON-EXEMPT
DEPARTMENT:	WATER/WASTEWATER	UNION:	Yes
DIVISION:	PUBLIC WORKS	UPDATED:	03/19/2019
REPORTS TO:	PUBLIC WORKS DIRECTOR		

GENERAL SUMMARY

Performs a variety of functions relating to the operation and maintenance of the city's water supply and distribution systems and wastewater collection and treatment systems. Participates in other public works tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Safely operates a variety of vehicles and equipment within the public works department in all types of weather conditions including, but not limited to pickup truck, dump truck, loader tractor, and lawn mower. This includes maintaining the proper licensure for operation of such vehicles.
- Maintains the buildings and grounds for all water and wastewater property including cleaning, painting, minor repairs, and applying fertilizers, herbicides, and other chemicals.
- Services and maintains vehicles, motors, pumps, aerators, and other equipment. Performs preventative maintenance and minor repairs on equipment. Maintains accurate records of maintenance performed.
- Performs routine and emergency repairs to the water distribution and collection systems including, but not limited to: clearing plugged sewer mains, repairing water main breaks, and installing, repairing, and replacing pipes, valves, and hydrants.
- Taps city mains for new customer services.
- Installs and replaces water meters.
- Locates water and sewer lines.
- Collects water and wastewater samples and performs basic testing procedures on said samples including pH, dissolved oxygen, temperature, chlorine residual, and fluoride. Immediately reports any testing issues to the Public Works Director.
- Monitors, reads, and records readings and measurements from gauges and meters to ensure proper functioning of the system.
- Observes and inspects chlorinators, pumps, aerators, and other equipment. Immediately reports any malfunctioning equipment to the Public Works Director
- Reads water meters to determine water usage monthly.
- Follows established procedures in turning customer water service on or off as directed.
- Responds to inquiries from the public regarding water service.
- Assists with snow removal from city streets and sidewalks.
- Performs other duties as assigned by the Public Works Director or Mayor.
- Ability to lift and/or move up to 100 pounds.
- Ability to transverse varying terrains in all weather conditions and climb stairs and ladders.
- Ability to stand, bend, and walk for extended periods of time.
- Must have and maintain all required licenses in good standing.
- Reliable, consistent attendance. The employee is expected to be punctual and dependable in order to meet the needs of the department and serve the citizens of the City. When employees are absent or tardy, work and service are interrupted, and an additional burden is placed on colleagues. Attendance and reliability are important factors in evaluating individual performance and continued employment.
- Ability to work with a positive attitude and conduct himself or herself in a respectful manner toward co-

workers, citizens, and other individuals encountered while on the job.

REQUIRED EDUCATION/EXPERIENCE

High school diploma or GED equivalent required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of operating characteristics of tools and equipment used in various public works functions.
- Knowledge of basic computer functions including word processing and spreadsheets.
- Understanding of the principles of water and wastewater treatment. Ability to identify abnormal conditions in the treatment processes and take corrective action under the direction of the superintendent.
- Ability to effectively present information and respond to questions.
- Ability to accurately transcribe numeric data from one source to another.
- Ability to read and interpret operating manuals, procedures, and policies.
- Ability to be on call and respond to emergencies beyond normal working hours.
- Ability to work safely in confined spaces.
- Ability to read, write and understand the English language in order to serve the public, read safety and other procedure manuals and draft accurate reports regarding water testing and vehicle testing. Ability to read, write and understand languages in addition to English is an additional benefit appreciated by the City.

REQUIRED LICENSES

- Valid Class B Commercial Driver's License with airbrakes endorsement or ability to obtain within six months.
- Iowa Grade 1 Water Treatment Operator Certification or obtain within State Guidelines.
- Iowa Grade 1 Water Distribution Operator Certification or obtain within State Guidelines.
- Iowa Grade 1 Wastewater Treatment Operator Certification or obtain within State Guidelines.

WORKING CONDITIONS

Combination of sedentary work and outside work involving frequent standing and walking. Includes frequent exposure to cold and heat. Employees may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, and microbiological hazards. Employees will be provided appropriate safety equipment as required by state and federal law for all conditions.

REQUIRED PHYSICAL ACTIVITIES

- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- While performing the duties of this job, the employee is regularly required to stand, walk; sit; climb, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Constant hearing, near and far sight acuity, depth perception, color vision and field of vision are required. Employees are required to work outside in all weather conditions, including adverse weather conditions.
- Pre-employment physical required.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

The City of Jesup is an equal opportunity employer.

I have read this job description and agree with the contents.

Employee

Date