

RESOLUTION 2023-06

A RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR THE POSITION OF LEAD WATER/WASTEWATER OPERATOR.

WHEREAS, the Lead Water/Wastewater Operator will serve as the primary operator for the City's water and wastewater systems; and

WHEREAS, the Lead Water/Wastewater Operator will also assist the Public Works Director in planning, organizing and directing of daily and seasonal activities of the department; and

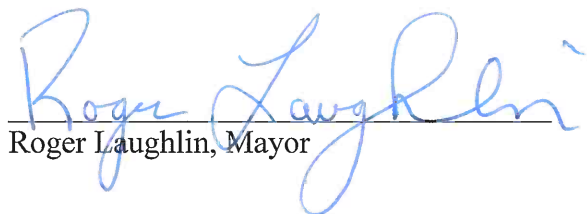
WHEREAS, the Lead Water/Wastewater Operator will report directly to the Public Works Director and will maintain a professional working relationship with the other department directors and city employees; and

WHEREAS, the intent of the attached job description (Exhibit A) will establish expectations for the City as a prospective employer and for any candidate interested in seeking employment with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned revised job description for the position of Lead Water/Wastewater Operator is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed.

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Passed and approved this 17th day of January, 2023.



Roger Laughlin, Mayor

ATTEST:



Leslie Brick, City Clerk

Lead Water/Wastewater Operator



DATE: 1/10/2023 (revised)

CLASSIFICATION: Non-Exempt, hourly
DEPARTMENT: Public Works

JOB DESCRIPTION:

Summary/Objective

Under guidance of the Public Works Director, the Lead Water/Wastewater Operator will serve as the primary operator for the City's water and wastewater systems. This position will also assist the Public Works Director in the planning, organizing, and directing of daily and seasonal activities of the department. Perform a variety of semi-skilled maintenance work, operate a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary Responsibilities

Municipal Water System

- Under guidance of the Public Works Director, is responsible for successful water treatment operations and monitoring street repairs where water mains breaks occur.
- Reads water meters monthly for utility billing or as needed, hangs resident door notices, performs curb stop disconnection as necessary, repair and/or replace water meters as required.
- Installs water meters, wiring and radio read equipment on new construction rworking with the contractors to assure the appropriate timing
- Cleans valve boxes yearly prior to hydrant flushing to ensure access and operation.
- Flushes all fire hydrants on a yearly basis (or as operationally feasible) and repairs or replaces as needed.
- Maintains access to all fire hydrants including removal of snow accumulations, grass, weeds or other impediments.
- Performs general water plant maintenance including mowing and cleaning.

Municipal Sewer System

- Follows all directives from the USEPA and IDNR per the NPDES Permit
- Monitors motors, blowers, pumps, filters, chemical feeders and other equipment associated with the sewer treatment system.
- Repairs leaks, malfunctions and other plant related issues in a timely fashion.
- Reads total system flow meter to determine daily flow in gallons or cubic feet, report results to proper authorities.
- Tests water for all required parameters per the NPDES Permit.

- Inspects manholes per maintenance schedule. Cleans any manhole or lines that have obvious blockages that could lead to service issues.
- Attends training sessions to acquire and/or maintain Iowa Department of Natural Resources water and wastewater certifications.
- Under guidance of the Public Works Director, is responsible for the success of water treatment operations and monitoring the quality of street repairs where sewer mains breaks have occurred.

Public Works Laborer

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Coordinates all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair, reconstruction, painting, street sweeping, and filling potholes.
- Cleans and repairs storm sewers and catch basins.
- Maintains the City owned public grounds including trees, ditches, parks, cemetery, bathrooms when necessary, and other related facilities.
- Inspects storm water intakes, piping, culverts and other associated infrastructure.
- Performs minor maintenance on all City buildings as required and maintain grounds.
- General services, maintenance, minor repair, and operating of equipment where skill is needed; i.e. industrial tractor, pumps, etc.
- Becomes familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.

Secondary Responsibilities

- Acts as the Public Works Director during his/her absence.
- In absence of Public Works Director, serves as footing and fence request inspector.
- Successfully carry out and lead directives critical to the public works department such as work orders, infrastructure improvements, sidewalk nuisance program, street signage repair, and other responsibilities that may be assigned by the Public Works Director.
- Responsible for attending required training and other applicable educational opportunities.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Education – High school diploma.
- Preferably three (3) years of direct municipal public works experience.
- Licenses and Certifications – Must have or obtain within four years of hire Grade I Water Treatment, Water Distribution, and Wastewater Certifications from the Iowa Department of Natural Resources and maintain CEU requirements and ideally have or obtain within six years of hire Grade II certifications in Water Treatment, Water Distribution and Wastewater.
- Pesticide certification or the ability to acquire certification within 12 months of hire.
- A valid driver's license, good driving record, and ability to acquire a CDL license within twelve (12) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.

- Must be insurable.
- Knowledge of proper safety procedures related to equipment, grounds and building maintenance.

EQUIPMENT USED

Truck and attachments, tractor, mower, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, flow finder, register testing equipment, glassware, hazardous chemicals and materials.

Employee

Date

Department Head

Date

City Administrator

Date