

Urbandale Water Utility

Job Description

Job Title: Water Distribution Operator

Department: Distribution

Supervisor: Distribution Supervisor

Date: September 2025

Type: Full Time

Salary/Pay Rate: \$64,997 - \$88,955

Summary Description:

Reports to and performs duties as assigned by the Distribution Supervisor. Operates construction equipment and hand tools and performs manual labor duties within the water distribution system. Assumes duties as a lead person during summer months working with part-time employees. On call for emergencies such as water main breaks and service calls. Able to respond to emergencies and occasionally work extended hours.

Typical Job Duties and Responsibilities:

- Performs installation, maintenance, and repair on valves, hydrants, fittings, service lines, and other related distribution appurtenances.
- Drives and operates trucks, tractors, and other motorized equipment.
- Tows and operates vac truck and trailering equipment.
- Performs concrete removal, repair, and installation.
- Participates in the on-call rotation that provides 24-hour coverage of all water distribution components and facilities.

Periodic Job Duties and Responsibilities:

- Performs taps on water mains.
- Performs hydrant tests, flushing, and maintenance.
- Performs leak surveys and operates leak detection equipment.
- Reads, interprets, and installs various types of water meters and measuring devices.
- Identifies, locates, and marks water mains, service lines, stop boxes.
- Assists in the maintenance of buildings, grounds, equipment and property.
- Operates various vehicles and other equipment in a safe manner.
- Performs normal service and maintenance of vehicles.
- Occasionally works in confined spaces.
- Calculates and estimates materials needed for projects.

- Attends continuing education classes, safety meetings, and follows all Utility and department safety policies and procedures.
- Performs additional duties as required to maintain effective and efficient operations of the Utility.

Typical Qualifications:

- Must be able to pass a pre-employment offer: professional reference checks, drug screen, physical, motor vehicle report, and background check.
- Must possess a valid Iowa driver's license with a good driving record and obtain possession of a valid Iowa Class B Commercial Driver's License (CDL) with air brake endorsement within 6 months of hire.
- Obtain a State of Iowa Grade 1 Water Distribution Operators Certification within twelve months of hire.
- Obtain a State of Iowa Grade II Water Distribution Operator Certification within thirty-six months of hire.

Education/Experience:

- High School Diploma or equivalent required.
- Two years of experience in water distribution, utility construction, or a closely-related field preferred.
- Residential and commercial plumbing knowledge preferred.
- Backhoe and dump truck experience preferred.
- Knowledge of traffic safety and concrete restoration preferred.

Skills:

- Ability to prioritize, schedule and route daily work.
 - Ability to understand and carry out specific verbal or written instructions.
 - Ability to record and maintain accurate records.
 - Ability to perform manual duties requiring mechanical aptitude and dexterity.
 - Ability to communicate and use interpersonal skills to interact with co-workers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work direction.
 - Ability to present positive attitude to residents, co-workers, and contractors.
 - Ability to take initiative.
 - Ability to assess a situation and make competent decisions.
 - Ability to use common tools, materials, and equipment used in general construction or repair of distribution piping and appurtenances.
- Ability to work safely in construction sites, roadways, confined spaces.

Working Conditions:

- Frequently works in a variety of environments such as construction sites, roadways, and exposure to typical Iowa weather.
- Maintains regular attendance and punctuality.
- Able to lift, carry, push and pull up to 70 pounds and frequently lift and/or move more than 100 pounds.
- Must have the physical ability to perform all duties.
- Maintains a safe working environment.
- Utilizes appropriate PPE when necessary at all times.

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.