



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **Utilities Operator - Water**

**SALARY:** See Position Description

**OPENING DATE:** 02/02/23

**CLOSING DATE:** 02/26/23 11:59 PM

### **FUNCTION:**

The City of Ankeny is accepting applications for the fulltime position of Utilities Operator - Water Division in the Municipal Utilities Department.

**Starting salary, plus excellent benefits:**

- Utilities Operator Assistant - **\$24.10** per hour with no certifications.
- Utilities Operator I - **\$26.77** per hour with a Grade I Water Treatment or Water distribution operator certificate issued by the State of Iowa Department of Natural Resources (DNR)
- Utilities Operator II - **\$29.45** per hour with a Grade II Water Treatment or Water Distribution operator certificate issued by the State of Iowa Department of Natural Resources (DNR).

Hours are Monday - Friday, 7 AM - 4 PM with additional on-call/overtime hours as needed.

**Applications must be received by Sunday, February 26, 2023 at 11:59 PM.** Interested individuals should apply and may attach a resume along with any certifications held and a detailed cover letter expressing interest. *Pre-employment physical, drug screen and background check required.*

*To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on **Monday, February 27, 2023.** Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 02/27/2023.*

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assist semi-skilled and skilled operation and maintenance of the Municipal Utilities facilities water distribution system and treatment wells.
- Record and interpret readings from meters, gauges, lab data, and related controls and equipment to maintain proper pumping rates, flows, and treatment processes and to make necessary operational or mechanic adjustments.
- Assist the public by listening to complaints, inquiries, and problems and taking the appropriate actions necessary to correct them and advise the supervisor or administrator when necessary.
- Respond to water main breaks; water service calls, and other emergencies as directed.
- Perform basic field tests.
- Obtain various water samples.

- Assist other city departments as directed.

## ENTRY REQUIREMENTS AND SKILLS:

- Graduation from high school or an equivalent.
- Ability to establish and maintain effective working relationships with co-workers and the public, ability to keep accurate and legible records, and have the ability to recognize occupational hazards and follow established safety precautions.
- Shall maintain a valid driver's license issued by the State of Iowa and "may be required" to obtain a commercial driver's license (CDL) issued by the State of Iowa as a condition of employment.
- **Utilities Operator Assistant–Water** - If hired with no certification, must be able to obtain, within one (1) year from date of hire, a Grade I operator's certificate issued by the State of Iowa in a water related field.
- **Utilities Operator I-Water** – One (1) year of combined experience in the operation and maintenance of a water distribution system or a water treatment facility. Or possess an equivalent amount of education and experience recognized by the Iowa Department of Natural Resources. You must be a Grade I operator in Water Treatment or Water Distribution.
- **Utilities Operator II-Water** - Three (3) years combined experience in the operation and maintenance of a water distribution system or a water treatment facility. Or possess an equivalent amount of education and experience recognized by the Iowa Department of Natural Resources. You must be a Grade II operator in Water Treatment or Water Distribution.

## WORKING CONDITIONS:

- Will be required to perform duties during off-hours emergencies, weekends, or holidays.
- May be exposed to a variety of chemicals, noxious odors, gases, high voltage, and other potentially hazardous working conditions as well as all types of weather conditions and extremes.
- Will be required to operate employer's vehicles and related equipment.

## PHYSICAL REQUIREMENTS

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation and speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance of work.
- Must be able to kneel, squat, bend, twist, climb, lie on creeper, and work over head.
- Must be able to work on equipment located overhead, above or below the waistline.
- Must be able to work in wet environments.
- Must be able to climb into and out of employer's equipment.
- Must be able to remove and replace manhole covers with a lever.
- Must be able to climb into and out of 24-inch openings.
- Must periodically lift and carry, for short distances, heavy objects weighing up to 75 lbs.
- Must be able to climb and descend ladders and stairs, and walk on uneven terrain.
- Must be able to lift and move items weighing up to 150 lbs. with the assistance of another employee but without assistance of a portable hoist.
- Must be able to use tools weighing 30 lbs. or more.

With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00493  
UTILITIES OPERATOR - WATER  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

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## Utilities Operator - Water Supplemental Questionnaire

- \* 1. Do you possess a valid driver's license?  
 Yes    No
  
- \* 2. Do you currently possess a commercial driver license (CDL) or learner's permit?  
 Learner's Permit  
 CDL License  
 NONE
  
- \* 3. Do you possess a Grade I or Grade II Water Treatment or Water Distribution Operator Certificate?  
 Grade I Operator Certificate  
 Grade II Operator Certificate  
 NONE
  
- \* Required Question