

City of Adel Job Posting

Wastewater Superintendent

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of 6,153, is accepting applications for the non-exempt position Wastewater Superintendent. This is a full-time position reporting directly to the Public Works Director.

The Wastewater Superintendent is responsible for the direct and indirect supervision of all City wastewater related systems, including the Wastewater Treatment Plant, the Wastewater Collection System, and several Lift Stations. The incumbent will be responsible for assigning, directing, and coordinating work among front-line personnel. The incumbent will spend a majority of time performing administrative and supervisory functions, but participation in operations, maintenance, and other activities will be required as needed.

Since 2017, the City has had four major wastewater projects totaling approximately \$27 million in various stages of progress. These include a new 3.5 million gallon per day SBR Wastewater Treatment Plant (which is scheduled to be online Summer 2022), a new sanitary sewer main on Main Street, and a new East Annex Lift Station. Work has begun on a southern lift station.

The incumbent will also work on special projects and in conjunction with other City departments, including assisting the Public Works Department as needed with tasks such as snow removal and emergency response.

A complete job description may be found at www.adeliowa.org, the office of the Public Works Director, or at Adel City Hall.

Must possess or be able to obtain within six (6) months a Grade III (3) Wastewater Treatment Plant Operator Certificate issued by the Iowa Department of Natural Resources.

Must possess or be able to obtain within six (6) months a Class B Driver's License. A minimum of five years' experience in the operation of a wastewater system or an equivalent combination of education and experience is required. Further qualifications are listed in the job description.

The annual salary range for this position is \$65,000 – \$75,000, with a starting salary commensurate with qualifications and experience. Some evening and weekend work is required. The City offers a comprehensive benefit package including State of Iowa retirement.

Interested applicants must submit a cover letter, resume, and a City application (which may be found at www.adeliowa.org) to Anthony Brown, City Administrator, at abrown@adeliowa.org or by drop-box or mail to Adel City Hall, 301 South 10th Street, Adel, Iowa, 50003.

This job posting will remain open until the position has been filled. Interested applicants are encouraged to apply as soon as possible. An initial review of candidates will be completed on Monday, January 31, 2022, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email abrown@adeliowa.org or kovert@adeliowa.org

The City of Adel is an Equal Opportunity Employer.

City of Adel

Wastewater Superintendent

Department: Wastewater

Reports to: Director of Public Works

FLSA Status: Non-Exempt

Written By: Kip Overton

Approved By: Anthony Brown

Council Review and Approval on: December 14, 2021

GENERAL STATEMENT OF DUTIES:

Positions in this classification are responsible for the direct and indirect supervision of all wastewater related systems. To provide staff assistance, plan, organize, and direct the operations of the wastewater treatment plant, wastewater collection system, pumping stations, assist with billing operations, and customer service issues. This class is also responsible for assigning, directing, and coordinating work among front line personnel. Directs and coordinates administrative activities as they relate to overall system activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This Position is responsible for keeping the facilities orderly and operational; by directing and participating in routine operation, maintenance repair, and administrative duties, and keeping in compliance with wastewater regulations.

The Wastewater Superintendent will also be required to participate in other City operations and maintenance activities as needed. Relative job responsibilities may shift for short periods depending on specific City workload requirements.

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of the class)

- Assist in the development and implementation of goals, objectives, policies, and priorities
- Plan, assign, schedule, and supervise employees in the operation of the wastewater system
- Maintain surveillance of the operating efficiency of the wastewater plant, collection system, and pumping stations
- Review and maintain records and prepare reports regarding the operation of the wastewater system

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- Supervise, train, prepare, and administer performance evaluations on professional and technical subordinates
- Assist in budget preparation and administration of both operating and capital improvement budget, and monitoring the use of budget funds
- Deal effectively with the public, other governmental organizations, regulatory agencies, and contractors
- Inspects jobs in progress for compliance with State and City safety requirements regarding appropriate personnel, equipment, and procedural precautions
- Prepare cost estimates and assist in development of projects and specifications
- Make periodic inspections of systems facilities for proper operating conditions
- Coordinate activities with other divisions within the City
- Recommend and assist in the planning of improvements to the wastewater system
- Perform related work as required
- Requisition materials, supplies, and equipment
- Makes system repairs as needed and may request improvements
- Supervises and participates in the daily operation of the wastewater system to meet performance standards, changing conditions, and emergencies
- Operates a wide variety of equipment such as tractors, dump trucks, backhoe, electrical tools, pumps, and various kinds of hydraulic systems
- Operates computers and utilizes various computer programs such as spreadsheets, word processing, and preventive maintenance programs to accomplish administrative and related work
- Maintains work time, equipment, and materials records
- Make reports of work performed
- Reviews plans and specifications for new development and capital improvement projects and recommends changes necessary to meet City standards and reduce future maintenance problems
- Maintains inventory and written data including equipment malfunctions, facility conditions, pumping rate, and equipment lubrication requirements
- Makes periodic inspections and reports system conditions to assure adherence to maintenance procedures; performs and assists in work necessary to keep the system and plant in clean, orderly, and operating condition
- Provides for the instruction and training of new wastewater system operators and service personnel
- Responds to requests for information and complaints involving the wastewater system and its components
- Reviews and analyzes wastewater collection system related claims from customers and recommends whether City is responsible
- Supervises and participates in the daily operation of the Wastewater Treatment Plant providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions, and emergencies
- Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for

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future facilities

- Evaluate new development in materials, tools, and equipment to recommend or purchase
- Assist the Public Works Director in preparing an annual budget for the department and work under that budget as approved by City Council
- Participates in the City's snow removal process.

EMPLOYMENT STANDARDS:

Possession of:

- Iowa Grade III (3) Wastewater Treatment Certificate
- Iowa Class B Commercial Driver License (or ability to obtain within 6 months)

Knowledge of:

- The operations of pumps, electrical motors, piping, valves, control systems, and related equipment common to wastewater treatment and collection system
- State of Iowa Wastewater Quality Requirements and reporting procedures
- Principles of supervision, training, and budgeting
- Safety rules, including development and implementation of state mandated rules, regulations, and practices pertaining to the work
- Laws, codes, and regulations applicable to municipal utility operations
- Mechanical, electrical, and hydraulic principles
- Telemetry and computer systems

Ability to:

- Plan, assign, schedule, and coordinate work of subordinates in all areas of a wastewater system
- Implement professional standards while performing job duties and acts in accordance with the expectations of the City's Employee Handbook
- Prepare reports and communicate clearly and concisely, both orally and in writing
- Prepare routine and special reports
- Supervise, train, and evaluate subordinates
- Develop and monitor complex capital and operating budget
- Identify wastewater system needs and develop a cost-effective plan to meet the needs identified
- Establish and implement goals, objective, procedures, and priorities
- Sustain physical climbing, standing, lifting, and walking
- Perform maintenance and make operating adjustments to the wastewater system
- Recognize unusual, inefficient, or dangerous operating conditions

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- Interpret piping, electrical, and distribution diagrams
- Supervise the operation of a variety of wastewater treatment equipment, valves, and pumps
- Learn to develop needed programs to instruct in the operation of a telemetry control system and preventative maintenance computer programs
- Lift a weight of 50 lbs. with or without reasonable accommodation.
- Operate wastewater treatment plant and equipment including automatic control devices
- Understand and carry out oral and written direction
- Make mathematical calculations
- Perform standardized wastewater quality tests and adjust plant operation accordingly
- Directly supervise both full-time and part-time and seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

EDUCATION AND EXPERIENCE:

1. High school graduate or G.E.D. supplemented by specialized training (recent acceptable formal courses of instruction) in wastewater collection, system operations; or two (2) years of college in the field of engineering, or closely related fields.
2. A minimum of (5) five years of experience in the operation of a wastewater system OR an equivalent combination of education and experience

Must possess a Grade III (3) Wastewater Treatment Plant Operator issued by the Iowa Department of Natural Resources or able to obtain a Grade III (3) Wastewater Treatment Plant Operator Certificate within (6) six months of being hired into the role of Wastewater Superintendent.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

Employee's Signature

Date

City Administrator

Date

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