



UTILITIES OPERATOR I

DEPARTMENT: UTILITY

REVISION DATE:

January 2021

BARGAINING UNIT:
NONE

PAY MATRIX:
LEVEL 14

FLSA CLASS:
NON-EXEMPT

REPORTS TO: **UTILITY SUPERVISOR**

DIRECT REPORTS: **SEASONAL STAFF**

POSITION SUMMARY:

Under the general supervision of the Utility Supervisor; performs and participates in semi-skilled work as related to the operations and maintenance of Municipal Utilities facilities, water production, water distribution system, sewer collection system, and performs related duties as required.

ESSENTIAL FUNCTIONS:

- **Assist other personal as directed in the operation, maintenance, and repairs of the Municipal Utilities facilities, water distribution system, and sewer collection system.**
- **Record readings from meters, gauges, lab data, and related controls and equipment to maintain proper pumping rates, flows, and treatment processes.**
- **Recognize and evaluate potential operational or mechanical problems and advise operational staff and supervisor.**
- **Assist the public with complaints, inquiries, and problems, and taking the appropriate actions necessary to correct them and advise the Utility Supervisor or Public Utilities Director when needed.**
- **Complete routine maintenance and minor repairs of storm sewers, water mains, sanitary sewers, water treatment plants, waste water lift stations, pump stations, vehicles and equipment, including general cleaning, etc.**
- **Assist with operation of department equipment, such as: JetVac, camera van, valve and hydrant exercise equipment.**
- **Respond to water main breaks; water and sewer service calls; and other emergencies as directed.**
- **Perform basic field tests.**
- **Obtain various water samples.**
- **Assist other city departments as directed.**

PERIODIC JOB DUTIES:

- **May perform other duties as assigned.**
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TYPICAL QUALIFICATIONS:

- **Education – High School Diploma or equivalent GED;**
- **Experience – Three (3) year of combined experience in the operation and maintenance of a water distribution system, a sewer collection system, or a water treatment facility. OR possess an equivalent amount of education and experience recognized by the Iowa Department of Natural Resources.**

SKILLS:

- Ability to take initiative.
- Ability to work independently with intermittent direct supervision.
- Effective oral and written communication skills.
- Effective interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Problem-solving ability appropriate to the work activities.
- Ability to perform routine mathematical computations accurately.
- Ability to perform manual labor for extended periods of time often in inclement weather, confined spaces, and/or heights.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

KNOWLEDGE:

- Knowledge of local, state and federal requirements for water treatment, water distribution, waste water collections, and storm water control.
- Knowledge of water treatment, water distribution, waste water collections and storm water processes and facilities used by utility.

WORKING CONDITIONS:

- Frequent requirement to lift, carry, push and pull greater than fifty (50) pounds.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to seventy-five (75) pounds.
- Typically bends, stoops and crouches on a regular basis to perform duties in all weather conditions.
- Occupational exposure to blood or other potentially infectious materials.
- Possible contact with potentially dangerous animals

REQUIRED SPECIAL QUALIFICATIONS:

- Valid Iowa Driver's license
- Ability to obtain a Commercial Driver's license within six (6) months of employment.
- Possession of a Grade 1 operator's certificate issued by the State of Iowa in Water Treatment, Water Distribution, and Waste Water Grade 1.
- Establish residency within forty-five (45) miles, which takes thirty (45) minutes or less to drive to the department maintenance facility within the first three (3) months of employment with the city.
- Periodically called during off-hours to respond to respond to emergencies and inquiries/concerns of citizens, businesses and/or contractors.

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.