



CITY OF WAUKEE
invites applications for the position of:

Water/Wastewater Laborer or Water/Wastewater Operator

SALARY: Depends on Qualification

DEPARTMENT: Public Works

OPENING DATE: 08/26/22

CLOSING DATE: Continuous

The City of Waukeee is accepting applications for a Full-Time Water/Wastewater Laborer or Water/Wastewater Operator.

The position is responsible for the safe and reliable distribution of the City's potable water supply, and the repair and maintenance of the distribution system. Maintains and operates the wastewater collection systems in accordance with EPA and DNR regulations.

Wages

Water/Wastewater Laborer: \$22.73 - \$29.91

Water/Wastewater Operator: \$28.76 - \$37.84

Position will remain open until filled. Applicants are encouraged to apply early as interviews are anticipated to begin mid-September.

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

Water/Wastewater Laborer:

- Assists in collecting, testing and analyzing water and wastewater samples.
- Completes service calls.
- Installs, repairs, replaces and reads water meters and water irrigation meters.
- Performs hydrant, valve, and tower maintenance program and water service calls to maintain water distribution and City storage system.
- Assists in maintaining wastewater collection system including lift stations and in cleaning and maintaining distribution systems.
- Utilizes computerized systems for distributions systems, lift stations and remote camera.
- Responds to emergency and on-call situations for any Public Works Division in a timely manner.
- Plows snow during regular business hours and after hours during snow emergencies.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Water/Wastewater Operator:

- Directs and organizes work crews in the field for specific activities while completing the same or similar work.
- Collects and analyzes water samples and prepares and submits reports to regulatory agencies, as required.
- Maintains wastewater collection system and lift stations
- Maintains water distribution and city storage system including: replacing and reading water and irrigation meters, operating, and maintaining water towers, hydrants, and valves.
- Performs service calls and responds to customer complaints.
- Makes recommendations to improve the efficiency and effectiveness of areas of responsibility, to order supplies, for special needs/projects, and advises Water/Wastewater Superintendent of problems or potential problems.
- Submits work reports to Water/Wastewater Superintendent as requested.
- Responds to emergency and on-call situations for any Public Works Division in a timely manner.
- Plows snow during regular business hours and after hours during snow emergencies.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Display willingness to listen and learn.
- Relate to routine operations in a manner that is consistent with existing solutions to problems; to conform to established policies and procedures.
- Show initiative to seek other work upon completion of a task.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
- Confident in the use of computers and tablets and able to be trained in software required to complete the functions of the position.
- Working knowledge of applicable codes, ordinances and laws concerning water and wastewater regulations.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Interact effectively, professionally, and tactfully with the general public.
- Create and participate in a team environment.
- Establish and maintain effective working relationships with all divisions and departments of the City and outside organizations.
- Display honesty, trustworthiness, dependability and respectfulness representing the City professionally at all times.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Perform work in a safe manner complying with all applicable safety rules, regulations and procedures while protecting self and all others from injury.
- Attentive to the City's and Public Works' standards for customer service, accuracy, quality, efficiency and all City and Department policies and procedures.

QUALIFICATIONS:

Water/Wastewater Laborer:

- High School diploma or GED required.
- Minimum of three years' experience in a construction related field preferred.
- Must possess a Water Distribution Grade I Certification and Wastewater Collection Grade I Certification or be able to obtain within two years of hire.
- Confident in the use of computers and tablets and able to be trained in software required to complete the functions of the position.
- Working knowledge of applicable codes, ordinances and laws concerning water and wastewater regulations.
- Must possess a valid Class B Iowa Commercial Driver's License (CDL) with air brake endorsements or ability to obtain within six months of hire and meet the minimum requirements of the City's motor vehicle policy.

Water/Wastewater Operator:

- High School Diploma or GED required; Associate degree or technical training preferred.
- Minimum of three years' experience in a water or wastewater field.
- Must possess the following certifications:
 - IDNR Water Treatment grade 2
 - IDNR Water Distribution grade 2
 - IAWEA Wastewater Collection grade 1
- Ability to obtain within one (1) year from date of hire:
 - Class A CDL w/airbrake and tanker endorsements.
- Ability to obtain with two (2) years from date of hire:
 - IAWEA Wastewater Collection grade 2
- Must possess a valid Class B Iowa Commercial Driver's License (CDL) with air brake endorsements or ability to obtain within six months of hire and meet the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS:

- Able to regularly lift, carry, push and pull up to 50 pounds and frequently lift and/or move more than 75 pounds.
- Able to move objects weighing over 100 pounds using assistive devices multiple times during the day.
- Able to enter manholes.
- Able to climb different types of ladders and stairs.
- Able to enter and work within confined space with proper training and PPEs.
- Must have an acute sense of smell to readily detect an unsafe environment.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature will be encountered.
- Subject to on-call duties and emergency call-ins.
- May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.
- During different job duties the noise inside or outside can become very loud.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours will be Monday-Friday 7:00AM – 3:30PM with occasional hours including evenings, overnights, and weekends as required.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukeez Public Works Department.
- The employee in this position is required to reside within a 30 minute radius of the City limits due to the need to respond to emergency calls in a timely manner to protect the health, safety and welfare of the citizens of Waukeez.