



WEST DES MOINES WATER WORKS POSITION DESCRIPTION

APPLICATION DEADLINE: Open until Filled, first review of applications on March 8, 2024

TO APPLY: Submit application to General Manager or via email at employment@wdmww.com before deadline.

Applications for the position are available at www.wdmww.com under “Employment” or may be obtained by contacting the Administrative Assistant at the Water Works Plant or General Office.

Pay Range:

Pay Grade 6 (no license) - \$46,934 - \$62,531

Pay Grade 7 (Grade 1) - \$52,181- \$74,563

Pay Grade 8 (Grade II License) - \$61,010 - \$86,927

Pay Grade 9 (Grade III or IV License) - \$69,358 - \$105,536

Position Title: Water Treatment Plant Operator	Department: Water Production
Supervisor: Water Production Manager	Bargaining Unit: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Category: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Supervises: None

Summary Description:

Under general supervision on a shift schedule requiring ability to work weekends, nights, holidays and short notice; operates water treatment plant equipment and associated facilities needed to produce and distribute in sufficient quantities and pressure safe drinking water that meets or exceeds State and Federal requirements for drinking water, follows procedures for operation of water quality laboratory equipment and tests water samples for bacteria and water treatment quality control, and does related work as assigned,

Duties and Responsibilities:

Examples of Essential Job Functions: Follows procedures to ensure the water treatment process is equal to or better than State and Federal requirements; follows procedures for operation of water supply, water treatment, pumping and storage facilities; follows procedures for operation of water quality laboratory equipment and testing procedures; follows procedures for collection of water quality bacteria samples from the distribution system; compiles records as required by Water Works and the state of Iowa; inspects, cleans, lubricates, troubleshoots, and performs scheduled preventative maintenance on water treatment and water distribution equipment and facilities; in absence of Water Production Manager answers customer questions on water quality; answers after hour and emergency phone calls and assists or directs callers when needed; attends training as required; follows safety procedures in

accordance with rules of the State or Federal Governments and provisions of Water Works Loss Prevention and Control Programs. Employees will be expected to work with an increasing amount of discretion as experience and certifications increase.

Other Job Functions: Performs minor maintenance and custodial duties as assigned; Performs duties of the Residual Equipment Operator in their absence which requires knowledge of lime press operation; performs limited snow and ice removal; Assists contract personnel when needed.

Education/Experience

Education and Experience: High School Diploma or GED and one year in water production or related field experience in operation of water production facility a bonus but not required.

Licenses and Certification: Possession of an Iowa Operator Grade 2 Water Treatment certificate or the ability to obtain a Grade 2 Water Treatment certificate within 18 months of hiring. Must possess a Grade 1 Water Treatment license or obtain within 6 months from the time of hiring. Possession of a valid State of Iowa driver's license upon appointment and continued possession of driver's license and operator certificate is required.

Skills:

- General knowledge of water production facilities and equipment and rules and regulations related to water plant operations
- Critical thinking and problem solving
- Ability to work alone with very little direct supervision and act quickly and calmly in emergency situations.
- Knowledge of safety rules and guidelines
- Attention to details and ability to follow written and verbal instructions
- Understanding of water treatment processes, process controls and maintenance procedures.
- Ability to collect, record and analyze information,
- Ability to determine the nature and seriousness of system malfunctions and take appropriate routine, corrective and emergency decisions without direct supervision
- Mechanical aptitude, competent in mathematics, chemistry and biology
- Ability to read piping and wiring diagrams and engineering drawings
- Ability to establish and maintain effective working relationships with management, co-workers, and the public.
- Good verbal and written communication skills.
- Ability to read and understand operational and laboratory procedures
- Ability to diagnose, analyze and resolve operational issues on equipment and facilities
- Knowledge of computer software and specialized SCADA software

Working Conditions:

- Intermittent periods of walking and sitting
- Long periods of working alone
- Intermittent periods of standing
- Ability to infrequently lift 50 lbs. and push or pull 75 lbs.

- Constant dexterity, feeling, hearing, near sight acuity, depth perception, color vision, field of vision, concentration, and judgement
- Frequent climbing, balancing, stooping, kneeling, crouching, reaching, handing, talking, far site acuity and writing ability
- Work conditions which may include extreme temperatures, humidity, noise intensity level, darkness/poor lighting, moving mechanical parts/hazards, dirt/dust, and odors
- Moderate exposure to wet and or humid conditions, vibration, high or exposed places and toxic/caustic chemicals
- Constant use of protective footwear
- Moderate use of protective eye wear, hearing protection and other personal protective equipment

Hazards:

Electrical hazards

Fire hazards

Exposure to toxic/caustic/hazardous chemicals that affect respiratory systems, such as lime, soda ash, sodium hypochlorite, CO2, and ferric chloride

Hazards associated with moving mechanical parts on equipment

Note: Must have the ability to work short notice, rotating schedules and shifts including day, evening, night, weekend, and holiday shifts or any combination.

This position 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 Water Works may revise this position description at any time. The position description is not to be considered as a contract of employment, as this position is and remains at-will.

Approvals:

Incumbent _____
Signature

Date _____

Supervisor _____
Signature

Date _____

Revision:

February 15, 2024