



## **CITY OF GRIMES SEEKS WASTEWATER OPERATOR**

The City of Grimes seeks a detail oriented, service-minded Wastewater Operator to perform maintenance and repair related to the City's sanitary collections systems, such systems to include buried piping, valves, manholes, lift stations and other items related to the City's collections systems. The Wastewater Operator will occasionally work outside classification in the event of an emergency, winter snow event, or extreme weather or similar related event. Pay starts at \$27.90/hour.

### **TO APPLY:**

Submit: (1) an application, (2) a cover letter, and (3) a resume through the City of Grimes web site:  
<https://www.grimesiowa.gov/Jobs.aspx>

Applications will be accepted through 11:59 p.m., Sunday, July 30, 2023.



## City of Grimes Job Description

### A. Position Title Location

Water/Wastewater Operator	Public Works Facility
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### B. Job Specifications

<input checked="" type="checkbox"/> <b>Regular, Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b>	<input type="checkbox"/> <b>Seasonal, From:</b> <a href="#">Click here to enter text.</a>
<b>Department:</b>	Department 71, Streets	<b>To:</b> <a href="#">Click here to enter text.</a>
<b>Reports to:</b>	Special Projects Coordinator	<b>Bargaining Unit:</b> AFSCME
<b>Post Offer Testing:</b>	<a href="#">Click here to enter text.</a>	<b>FLSA:</b> Non-Exempt
<b>Civil Service:</b>	N/A	<b>Hourly/Monthly Pay:</b>

### C. Job Description Summary

Under the general supervision of the Special Projects Coordinator, the Water/Wastewater Operator is responsible for maintenance and repair related to the City's water distribution and sanitary collections systems, these systems include buried piping, fire hydrants, valves, manholes, lift stations and other items related to the City's distribution and collections systems.

### D. Routine Job Duties/Responsibilities

<i>Description of duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Liaison for work crews in the field for specific activities while completing the same or similar work.
Perform service calls and connect/disconnect operations.
Perform meter maintenance functions such as meter accessibility, operation, accuracy, testing, repairs, and replacements.
Clean and maintain shop and related equipment, tools, and meter inventory. Assist in maintaining tools and equipment in proper working order.
Assist in tracking, monitoring, and helping to source water/wastewater meter, parts, tools and related inventory for regular operations and special projects.
Conduct buildings and grounds maintenance, including cleaning.
Responsible for the safe and efficient operation of water pumps and other equipment. Monitor gauges and meters to ensure that water is being distributed in a timely manner and at appropriate pressures and the sanitary collections system is operating correctly.
Investigate customer complaints and track down any potential or actual problems, inspect service lines for breaks/leaks, and establish and maintain effective working relationships with coworkers and internal/external customers.
Maintains water distribution system, including replacing and reading water and irrigation meters, operating, and maintaining hydrants and valves, maintaining water storage facilities such as water towers and tanks and related maintenance items. Operates necessary machinery while conducting water main repairs.
Inspect and investigate illegal/improper use of water, meter tampering, and suspicious circumstances regarding water use.

Expected to work outside of normal classification in the event of an emergency, winter snow event, or extreme weather or related event. Responds to emergency or on-call situations for any Public Works Division in a timely manner. Plows snow during snow normal snow operations.
Inspect, maintain, and routinely clean lift stations. Identify areas of concern and reports back to immediate supervisor.
Assists with the City's sanitary sewer cleaning and televising program.
Inspects the sanitary sewer system including, but not limited to; manholes, blockages, spot repairs, and customer complaints.
Performs other duties and responsibilities as assigned.

#### E. Periodic Job Duties/Responsibilities

Attends safety meetings and seminars as required and promotes workplace safety. Follows all City and department safety policies and procedures. Is expected to work independently with minimal supervision.
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#### F. Qualifications

<b>Education/Experience:</b>	High School Diploma or GED. Associate degree or technical training preferred. Three to five years' experience in water distribution, sanitary collections systems, or related work. Experience with operating heavy machinery such as, but not limited to, excavators, front end loaders, snowplow trucks, and backhoes.
<b>Skills:</b>	Ability to quickly and accurately make routine mathematical calculations, develop and maintain accurate records and reports, and maintain light and medium construction equipment or additional skills, training, or education.
<b>Knowledge</b>	Ability to read various maps, plats, and construction plans, and ability to use and operate electronic mapping systems and record keeping and related electronic devices.
<b>Licenses/Certifications:</b>	Valid Iowa CDL-A for straight trucks over 26,000GVW with endorsements for air brakes and tanker within six months of employment. Water Operator must possess a Water Distribution Grade II Certification within one year of hire. Ability to obtain Water Distribution Grade III within two years of employment.
<b>Other:</b>	Ability to communicate effectively in either oral (either in person or over the phone) and in writing (using electronic devices and handwritten) in English with other employees, business, and community members.

#### G. Working Conditions

<b>Lifting Requirements:</b> (Refer to Glossary of Terms)	Heavy work, exerting up to 50lbs of force occasionally, and up to 25lbs of force frequently to move objects.
<b>Physical Requirements:</b> (Refer to Glossary of Terms)	Stand or sit, walk, and stand for long periods on different surfaces (including walkways, trails, stairs, and undeveloped areas) ability use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion.
<b>Safety Hazards:</b> (Refer to Glossary of Terms)	Exposure to extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, mechanical hazards.

#### H. Disclaimer

*This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This job description is not to be construed as a contract for employment.*

**I. Pre-Employment Screening**

Action Required	Result	Date
<input checked="" type="checkbox"/> <b>Reference Check</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Credit History</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Education/License Credentials</b>	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> <b>Criminal Records</b>	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> <b>Employment Verification</b>	Click here to enter text.	Click here to enter text.

**J. Review**

<b>Compensation Review/Approval</b>	<b>Date:</b>
<b>City Administrator/Department Director Signature</b>	<b>Date:</b>
<b>Reviewed with Employee by:</b>	<b>Date:</b>
<b>Employee Signature</b>	<b>Date:</b>