

# **City of Adel Job Posting**

## ***Water – Wastewater Operator***

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

The Water – Wastewater Operator performs a variety of tasks related to the operation and maintenance of the City's water and wastewater systems.

The incumbent will be responsible for duties including, but not limited to, general work activities for the City's water treatment and distribution system, including the water treatment plant, wells, and water towers, and general work activities for the City's wastewater treatment plant and collection system, including the wastewater treatment plant, lagoons, manholes, and lift stations.

The incumbent will assist the City's Water Superintendent and Wastewater Superintendent to ensure that the related plants and systems meet State, E.P.A., and D.N.R. guidelines.

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

Since 2017, the City has invested in seven major water projects and four major wastewater projects totaling approximately \$52 million. These projects included a new Reverse Osmosis Water Treatment Plant and a new Sequence Batch Reactor Wastewater Treatment Plant. Other projects included wells, water and sewer mains, and pump and lift stations.

A complete job description may be found at [www.adeliowa.org](http://www.adeliowa.org) and at Adel City Hall.

Must possess a high school diploma or equivalent, with some college preferred. Must possess or be able to obtain within three years Grade I (one) Water Treatment, Water Distribution, and Wastewater Treatment certificates. Must possess or be able to obtain within six months a valid Iowa commercial driver's license.

Some evening and weekend work is required.

The annual salary range for this position is \$50,000 to \$55,000, with a starting salary commensurate with qualifications and experience. 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](http://www.adeliowa.org)) to Kip Overton, Public Works Director, at [koverton@adeliowa.org](mailto:koverton@adeliowa.org) or by drop-box or mail to 301 South 10<sup>th</sup> 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 Thursday, August 31, 2023, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email [koverton@adeliowa.org](mailto:koverton@adeliowa.org)

The City of Adel is an Equal Opportunity Employer.

# City of Adel

## Water – Wastewater Operator

**Department: Public Works**  
**Reports to: Director of Public Works**  
**FLSA Status: Non-Exempt**

**Written By: Kip Overton**  
**Approved By: Anthony Brown**

**Council Review and Approval: November 12, 2013**  
**Staff Update based on recent revisions to similar job description: August 3, 2023**

### **GENERAL STATEMENT OF DUTIES:**

Under the general direction and supervision of the Director of Public Works, the Water / Wastewater Operator assists in the operation and maintenance of the City's water related and wastewater related systems.

The incumbent handles general maintenance, cleanliness, special projects, and general work activities of the City's water treatment and distribution, including the plant, wells and water towers, and the wastewater treatment and collection system, including the plant, lagoons, manholes, and lift stations.

The incumbent will assist the Water Superintendent and Wastewater Superintendent to ensure that the water and wastewater plants and systems meet State, E.P.A., and D.N.R. guidelines.

The incumbent will assist the superintendents with utility billing operations and customer service issues. The incumbent will assist the Public Works Department as needed, including supporting emergency maintenance needs outside of normal business hours.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Water Superintendent and Wastewater Superintendent to ensure that the City meets State, E.P.A., and D.N.R. guidelines and support emergency maintenance needs outside normal business hours.
- Monitor condition of and maintain and repair the City's water and wastewater operations and systems, including distribution lines, wells, gauges, meters, hydrants, pumps, tanks, towers, filters, chemical feed systems, lift stations, collection lines, grounds, and equipment. Perform preventative maintenance on the same.
- Perform custodial duties to maintain the cleanliness of the City's water and wastewater

facilities, including cleaning tanks, pits, buildings, pumps, distributor arms, and other equipment related to the operations and system.

- Respond to citizen complaints, taking remedial action when necessary, and report the same promptly to the appropriate Superintendent or to the Director of Public Works.
- Prepare reports as needed on time, including monthly testing. Maintain records of projects, maintenance, lab tests, and operational statistics of the City's water and wastewater operations, plants, and systems.
- Collect and analyze samples and identify concentrations of chemical, physical, or biological characteristics of water or wastewater as required by local, state, or federal requirements. Monitor water quality and turbidity. Test water samples for plant efficiency. Chart and analyze lab test results. Ensure a safe supply of water. Perform quality control tests on lab equipment. Perform lab analysis. Contain and dispose of hazardous wastes generated by the lab.
- Maintain the drawings and schematics of electrical and other systems in the plants.
- Calibrate instrumentation and control equipment, including recorder, flowmeters, and other water or wastewater monitoring equipment.
- Assist the Water Superintendent and Wastewater Superintendent in properly operating the City's water and wastewater treatment plants and related systems. Assist in sludge disposal and application. Assist service personnel with repairs.
- Work with the City and County emergency management and respond to all critical incidents and hazardous events following the City and County's all hazards plan / emergency operations plan.
- Enforce the City Code of Ordinances and City policies related to the water and wastewater operations and systems. Perform all duties of meter reading and shut off water customers who are past-due or in violation.
- Maintain knowledge of applicable new local, state, and federal laws, mandates, and regulations, policies, and procedures and contemporary public works trends and initiatives.
- Perform minor mechanical repairs to City equipment, buildings, and facilities.
- Inspect problem areas to determine the nature of work needed.
- Ensure compliance with OSHA standards and the City's Safety Program.
- Work with appropriate staff to replace City water meters.
- Assist in the activities of City workers during City celebrations and other approved

activities and special events, including activities related to setting traffic cones, setting barricades, and placing trash receptacles.

- Perform winter street maintenance, including snow and ice removal, operation of snow removal equipment, loading sand and salt, and other related functions.
- Perform other duties as directed by the Director of Public Works, the Water Superintendent, or the Wastewater Superintendent.

### **PERIPHERAL DUTIES:**

- Attend seminars, professional / district meetings, and workshops related to public works duties and responsibilities, including water and wastewater operations and systems, to keep apprised of developments / changes in municipal government.

### **EMPLOYMENT STANDARDS**

#### Possession of:

- High school diploma or equivalent. Some college preferred.
- Possession of or ability to possess within three (3) years:
  - Grade I (1) Water Treatment Certification
  - Grade I (1) Water Distribution Certification
  - Grade I (1) Wastewater Treatment Certification
- Possession of or ability to possess within six (6) months a valid Iowa commercial driver's license.

#### Knowledge, Skills, & Abilities:

- Principles and procedures involved in water treatment and distribution and wastewater collection and treatment.
- Equipment, facilities, and materials used in water and wastewater operations and systems and the maintenance thereof.
- Laboratory procedures and practices, specifically sample testing methods.
- Process control calculations.
- Installation and repair of water mains and meters.

- Proper chemical storage and use of those chemicals and solvents needed to fulfill the position responsibilities and maintenance of the corresponding Material Safety Sheets (MSS).
- Occupational hazards and safety precautions associated with the operation of water and wastewater operations, systems, and facilities.
- Understanding and applying relevant local, state, and federal regulations of water and wastewater operations and systems.
- Understanding maps and drawings of infrastructure and locations, including the ability to draft related maps or sketches.
- Effectively communicating verbally and in writing.
- Using contemporary technology, including computers, smartphones, social media, and software management programs.
- Working independently and exercising sound judgment.
- Managing self and organizing daily work and special projects efficiently and effectively.
- Establishing and keeping positive and professional working relationships with staff, contractors, and vendors.
- Maintaining professional demeanor, including calmly approaching and solving problems under stressful circumstances, keeping and promoting harmony in the workplace, concentrating for extended periods of time, and being flexible.

### **TOOLS & EQUIPMENT USED:**

- Personal computer, including word processing, spreadsheet and database software, 10-key calculator, phone, printer / copier, fax machine, first aid, and safety equipment.
- Cleaning and maintenance chemicals and solutions following the manufacturers' specifications.
- Heavy road / excavation and construction equipment, including but not limited to backhoe, dump truck, snow plow equipment, tractors with attachments, and front loader.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

## **WORK ENVIRONMENT & FREQUENT PHYSICAL DEMANDS:**

- Standing for up to 7.5 hours per day.
- Walking throughout various environments and grounds, which may be slippery and uneven.
- Sitting for up to an hour or more at a time to drive or use equipment.
- Lifting up to 70-pound tools and equipment from floor to 57 inches.
- Carrying various equipment weighing up to 70 pounds up to 50 feet at a time.
- Pushing and pulling up to 60 pounds to open / close vehicle doors and using or transporting various equipment.
- Climbing up to 21 steps ranging from 10-22 inches for vehicles, ladders, and step stools.
- Bending and reaching from 0-75 inches with up to a 25-inch forward reach for landscaping and maintenance tasks.
- Gripping up to 60 pounds bilaterally to steer vehicles and use various hand tools.
- Pinching up to 5 pounds bilaterally to handle small parts and tools.
- Low-level kneeling activities for up to 15 minutes to perform various landscaping duties, irrigation repair, and machine and equipment maintenance.
- Lifting up to 10 pounds from 0-75 inches above the shoulders and holding for up to 2 minutes at self-selected height to secure parts, change light bulbs, etc.
- Using hand coordination for writing, keyboards, phones, and for operating equipment and tools.
- Performing essential functions outside under a variety of weather conditions and seasonal hazards that could change quickly.
- Exposure to energized or high-voltage power lines.
- Performing essential functions in various confined spaces.
- Performing essential functions at heights more than 30 feet.
- Exposure to various noise levels from equipment and vehicles.
- Exposure to various toxic or caustic chemicals.

- Exposure to darkness, poor lighting, dirt or dust, fumes or odors, microbiological hazards, or traffic hazards.
- Exposure to unpleasant social situations.

*The duties in this job description 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.*

**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.

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Employee's Signature      Date                      City Administrator                      Date

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