

WEST DES MOINES WATER WORKS POSITION DESCRIPTION

APPLICATION DEADLINE: Open until Filled, first review of applications on April 19, 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 Utility Worker	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, operates and maintains water supply, treatment, pumping and storage, residual handling and standby power facilities. Covers vacations and sick leave for Water Treatment Plant Operator shifts in their absence when directed. Shift coverage may include day, evening, night, weekends, short notice and holidays or any combination. When not covering for operators, this position will work weekdays assisting with maintenance on water production facilities.

Duties and Responsibilities:

Examples of Essential Job Functions: Follows procedures by which the water supply and treatment facilities can be operated in order to produce water which is equal to or better than Federal and State requirements for water quality; samples and test water to assure the quality of water produced, follows procedures for operation of water quality laboratory and test water samples for bacteria (presence - absence or comparable method), compiles records as required by the Water Works, checks and records gauge readings, cleans equipment and portions of buildings associated with water production, Performs preventative and corrective maintenance, including troubleshooting, removing and replacing assemblies of mechanical, electrical and electronic parts on equipment and facilities associated with water production, Follows safety procedures in accordance with Water Works rules and procedures, other duties as assigned.

Other Job Functions: Performs snow and ice removal and operates snow removal equipment as needed. Performs duties of Residual Equipment Operator when required. Performs lawn care and landscaping maintenance when required. Assists contract personnel when needed.

Education/Experience

Education and Experience: High School Diploma or GED and two years in maintenance of water production or related equipment or two years in operation of water production facility or a combination of both. A combination of experience is preferred.

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
- Critical thinks and problem solving
- Ability to work alone with very little direct supervision
- Knowledge of safety rules and guidelines
- Attention to details and ability to follow written instructions
- Understanding of treatment processes, process controls and maintenance procedures.
- Ability to collect and analyze information, make routine decisions without direct supervision
- Mechanical and electrical aptitude
- Ability to establish and maintain effective working relationship with management, co-workers and the general public.
- Good verbal and written communication skills.
- Ability to read and understand plans, maintenance manuals and equipment instructions
- Ability to diagnose, analyze and resolve maintenance issues on equipment and facilities
- Knowledge of computer software and specialized SCADA software

Working Conditions:

- Intermittent periods of walking, standing and sitting
- Ability to infrequently lift 50 lbs. and push or pull 75 lbs.
- Constant dexterity, feeling, hearing, near site 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 and other personal protective equipment

Hazards:

Electrical hazards

Fire hazards

Exposure to toxic/caustic/hazardous chemicals, 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 rotating schedules and shifts including day, evening, night, weekend, short notice 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:

April 3, 2024