

City of Nevada
Position Description
WATER OPERATOR I

Department: Public Works

Reports To: Water Treatment Plant Supervisor

FLSA: Non-exempt

Bargaining Unit: Included

Purpose of Position

Under general supervision of the Water Treatment Plant Supervisor, operates and maintains the water treatment plant and water distribution system meeting the regulations established by federal, State and local authorities. Performs the necessary duties and labor to ensure a safe supply of water to the City, such as collecting and monitoring samples, installing and repairing water mains, and repairing or replacing water meters.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties necessary with the water department including meter reading and general labor.
- Performs construction and maintenance on the water distribution system such as installation of new water main, repairing water main breaks, and replacing fire hydrants, valves, and fittings; flushes hydrants and paints fire hydrants as necessary; installs water meters in new buildings.
- Assists Water Department Supervisor with operating the water treatment plant and distribution system in a manner to meet or exceed the federal, State, and City regulations.
- Coordinates and completes work orders.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience. Water Operator experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.

- State of Iowa, Water Treatment Plant Operator Grade 1 and Water Distribution I certificate must be gained and maintained within two (2) years from the date of hire.
- Reside within a drive time of forty-five minutes under normal driving conditions of the Water Plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to write identifying information; ability to request information and/or supplies verbally or in writing; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in water treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of water main and water meter installation and repair.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Knowledge of and ability to understand and apply relevant federal, State and local regulations regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant, tools and equipment.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Hand-held computer used for reading meters and generating reports, truck, mower, water main tapping machine, valve-power wrench machine, air compressor, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pumps, saws, ladder, measuring equipment, sledgehammer, hoses, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, calculator, telephone, mobile radio, MSDS documentation, federal register, standard operating procedures, DNR rules, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Department Head

City Administrator

Date

Date

Date
