

## **WATER SERVICE OPERATOR**

The City of Jefferson, IA (Pop. 4,182) is accepting applications for a full-time Water Service Operator for the Water Department. Position performs specialized duties in the operation and maintenance of the municipal water treatment facility and the distribution system in accordance with standard operation and safety procedures. Collects, tests and analyzes water samples. Periodic weekend and on-call duty. Iowa Grade I Water licenses required within 18 months of hire. State of Iowa CDL required within six months of hire. Wage range: \$ 21.91 to \$ 27.95 / hr. depending on qualifications. Application and job description available at City Hall, 220 N. Chestnut, Jefferson IA 50129 or online at [www.cityofjeffersoniowa.org](http://www.cityofjeffersoniowa.org). Application deadline is 5:00PM, June 28, 2024. EOE.

## **TITLE: WATER SERVICE OPERATOR**

### **PURPOSE OF POSITION**

#### **General Statement of Duties:**

Under general supervision, reads and records water consumption meters used for billing purposes; records and follows up on service orders; operates, maintains, and assists in the ongoing maintenance and repair of the Water Plant collection, treatment and distribution systems. Works weekend shift rotation as required.

**Reports to:** The Water Service Worker shall be under the supervision of the Water Superintendent.

#### **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.

1. Reads and records water meter usage for water consumption; records service orders for changes in addresses and on past due accounts; locates the account's curb stop and shut off water per city policy; responds to customer complaints regarding excessive consumption, leakage, water quality and related matters.
2. Collects water samples for required lead, copper, coliform, etc. and performs laboratory testing to ensure proper water quality per DNR, EPA requirements.
3. On a standby or occasional basis, performs a variety of skilled and semi-skilled work in the ongoing operation, maintenance and repair of the physical plant, facilities and premises.
4. Operates and controls electric motors, pumps and valves to regulate flow of raw water into treating plant; adds specified amounts of chemicals such as chlorine and phosphates into water to disinfect, and clarify water; starts agitators to mix chemicals and allow impurities to settle to bottom of tank; turns valves to regulate water through filter beds; pumps purified water into water mains.
5. Monitors panelboard and adjusts controls to regulate flow rates, pressure and distribution; cleans tanks and filter beds; treats water samples to determine acidity, color and impurities using standard laboratory equipment; records data such as residential content of chemicals, turbidity and pressure.
6. Responds to distribution maintenance problems regarding leakage, pressure loss, location of utilities and related repair work.
7. Performs custodial, grounds maintenance and general building trades maintenance and repair tasks at the plant, wells and related facilities and premises.
8. Performs maintenance to the distribution system such as leak detection and repair, valve exercises, fire hydrant flushing, system repairs and to keep the system in good working condition. Operates equipment related to the installation of mains and hydrants and repair of broken mains.

9. Operates and maintains the automotive, mechanical, special and any other equipment or properties assigned to the water department.
10. Participates in snow removal activities from streets, alleys and sidewalks.
11. Requires periodic weekend duty for water testing and plant maintenance; periodically in on-call status for after-hours emergencies and call-outs.
12. Assists other departments as necessary. Performs other duties or assumes other responsibilities as apparent or assigned.

## **QUALIFICATIONS FOR HIRE**

**Required Knowledge, Skills and Abilities:** Must have thorough knowledge of the principals and practices applied to the operation and maintenance of pumps, motors, chemical feed equipment and similar machinery. It is required to have the knowledge and skills of repairing mains, lines, hydrants, underground work, etc. Applicant must have complete knowledge of water treatment operations and processes. Also, must have knowledge of the occupational hazards involved and safety precautions necessary in the operation of water treatment equipment and processes; to include the safe handling of toxic chemicals and related safety equipment.

### **Job Conditions:**

Physical Requirements:

Job requires frequent period of strength, involving moving, lifting tools, barrels, containers weighing up to 150 lbs. Regular physical activity involving climbing, balancing, stooping, kneeling, crouching, reaching and handling. Normal talking and hearing ability. Requires clarity of vision 20' or less and 20' or more with high degrees of depth perception and field of vision. Moderate exposure to temperature changes, humidity, noise and vibration, Job requires eye/hand/foot coordination, manual and finger dexterity, motor coordination, clerical, forms and numerical perception.

The City of Jefferson is an Equal Opportunity Employer, In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

### **Cognitive Demands:**

Knowledge of the physical facilities, equipment and processes used to treat, store, test and distribute water for human consumption and commercial use and federal/state requirements governing this process; knowledge of the laboratory procedures utilized to determine conformance of raw and treated water and by-products to prescribed standards; knowledge of mapping, site location, computer entry, surveying and associated data collection and reporting functions; knowledge of the occupational safety hazards, chemicals, etc. involved in plant operations and safety precautions. Skill in the operation of water treatment and related equipment.

### **Language Ability & Interpersonal Communication:**

Ability to read and interpret technical information from meters, gauges and charts relating to the operating status of plant equipment and systems and take corrective action; ability to understand

and communicate written and verbal instructions and maintain effective working relationships with employees, peers, and the public.

**Environmental Adaptability:**

Regular exposure to extreme heat and cold temperatures. Direct and ongoing contact with odors, toxic chemicals within the plant. Conditions which are potentially dangerous or hazardous include, direct contact with machinery and electrical equipment, working from heights or in holes and similar job related tasks.

**Education:** High school diploma or equivalent required. Must possess Grade I Water Treatment Plant and Grade I Water Distribution System certificates within 18 months of employment date. Must possess a valid State of Iowa's Driver's CDL License with appropriate endorsements required within 6 months of employment date.

**Experience:** Water department experience preferred; Current Grade I Water Treatment Plant and Grade I Water Distribution System certificates desirable.