

JOB DESCRIPTION
WATER/WASTEWATER SUPERINTENDENT
CITY OF ROLAND, IOWA

JOB SUMMARY

Under the general direction of the City Council/Mayor, responsible for the operation and maintenance of the water treatment plant, water distribution system, wastewater treatment plant, wastewater collection system; repairs and installs water mains, sewer mains, water meters, locates and makes necessary repairs to leaks within the distribution system; collects water and wastewater samples for testing, makes necessary reports of testing to the State, maintains water tower and pumping stations, locates and turn off main valves, lines and related components in the system; maintains OSHA safety programs; performs a variety of labor/equipment operation tasks as the needs of the City require; performs other public works assignments as directed.

ESSENTIAL FUNCTIONS

Installs water meters in consumer establishments using plumbers hand tools; turns mainline valve to close water flow through the lines; examines pipes to detect leaks and repair if necessary; installs new or replaces old water and sewer mains; opens , flushes and repairs sewage lines using jet pressure machine or hand/power tools to repair damaged lines/components.

Walks or drives over established route and takes readings of water meter dials, inspects meters and remotes for defects, damage or unauthorized connections; verifies readings to locate abnormal consumption fluctuations; turns service off or on for occupants; locates water and sewer lines as requested by Iowa One Call.

Disassembles, cleans, adjusts, repairs and tests water meters using hand tools and testing equipment; verifies pressure and accuracy.

Collects water and wastewater sample for in house or laboratory testing to ensure water quality and mandated guidelines.

Assists street department in maintenance and construction of streets including seal-coating, filling pot holes, cleaning storm sewer intakes, grading; snow and ice removal from City streets, parking areas, sidewalks using hand and power tools and heavy maintenance/construction equipment and trucks.

Performs other public works duties as may be required and can be reasonably expected of an employee in this capacity.

STANDARDS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical requirements

Job requires the ability to operate a variety of heavy equipment such as grader, end-loader, dump truck, mowers and related mechanical equipment including pumps, compressors, saws, sprayers, trimmers. Various hand and power tools such as shovels, rakes, wrenches and hammers are

used. Involves eye/hand/foot coordination, motor coordination and related dexterity requirements. Lifting and carrying of heavy objects weighing in excess of 50 pounds is required in specific operations. Requires clarity of vision 20' or more, depth perception (distance and space) and field of vision of acceptable standards.

Data Collection

Sources of information available to assist work include: Iowa Department of Natural Resources, ordinance, maintenance manuals and records, parts catalogs, blueprints, work orders and city policies.

Language Ability and Interpersonal Communication

Requires the capacity to (1) speak the English language fluently; (2) print or write legible letters, numbers, names, etc; (3) compare similarities and differences between words and series of numbers; (4) apply common sense understanding of specific subject matter to carry out one or two step processes or procedures.

Environmental Adaptability

Primarily outside work subject to exposure to variable weather conditions found in Iowa depending upon the time of the year. Conditions encountered would typically involve noise, vibration fumes, dust in equipment operation and potential for bodily injury when working closely with mechanical machinery, toxic agents and related occupational hazards.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from high school or GED equivalency and job related experience in operating public work equipment similar to that indicated above. Certification by the State of Iowa in the following: (1) Water Treatment Grade II; (2) Water Distribution Grade II; and (3) Wastewater Treatment Grade I - Lagoons or the ability to obtain certification within a specified time. Valid Iowa Commercial Driver's License (CDL) with Air Brakes. Valid Certified Pool Operators License (CPO).

Signature

Date

Department Head

Date

The City of Roland 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.