

City of Adel Job Posting

Water Superintendent

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 Water Superintendent. This is a full-time position reporting directly to the Public Works Director.

The Water Superintendent is responsible for the direct and indirect supervision of all City water related systems, including the Water Treatment Plant, the Water Distribution System, Water Supply, Water Metering, and Billing. The incumbent will be responsible for assigning, directing, and coordinating work among front-line personnel. The incumbent will spend a majority of time performing administrative and supervisory functions, but participation in operations, maintenance, and other activities will be required as needed.

Since early 2019, the City has had seven major water projects totaling approximately \$25 million in various stages of progress. These include a new Reverse Osmosis (R.O.) Water Treatment Plant (which has been fully operational since 2021), two new ground-source wells, and a new raw water transmission main. Work will be completed in the coming months on a new high zone water main and a new high service pump.

Experience with R.O. treatment is preferred. For more information about our new plant, please visit this link:

<https://adeliowa.org/wp-content/uploads/2022/04/11-2021-Opflow-Article-on-City-of-Adel-Water-Treatment-Plant.pdf>

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

A complete job description may be found at www.adeliowa.org, at Adel City Hall, or at the office of the Public Works Director.

Must possess or be able to obtain within six (6) months a Grade III (3) Water Treatment Plant Operator Certificate and a Grade II (2) Water Distribution Certificate issued by the Iowa Department of Natural Resources.

Must possess or be able to obtain within six (6) months a Class B Driver's License. A minimum of five years' experience in the operation of a water system or an equivalent combination of education and experience is required. Further qualifications are listed in the job description.

The annual salary range for this position is \$65,000 to \$75,000, with a starting salary commensurate with qualifications and experience. Some evening and weekend work is required. The City offers a comprehensive benefit package including State of Iowa retirement.

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Water Superintendent

Interested applicants must submit a cover letter, resume, and a City application (which may be found at www.adeliowa.org) to Anthony Brown, City Administrator, at abrown@adeliowa.org or by drop-box or mail to 301 South 10th 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 Wednesday, May 11, 2022, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email abrown@adeliowa.org or koverton@adeliowa.org

The City of Adel is an Equal Opportunity Employer.

City of Adel

Water Superintendent

Department: Water

Reports to: Director of Public Works

FLSA Status: Non-Exempt

Written By: Kip Overton

Approved By: Anthony Brown

Council Review and Approval: November 14, 2017

Staff Update due to IDNR requirements: December 1, 2020

Staff Update based on recent revisions to similar job description: April 12, 2022

GENERAL STATEMENT OF DUTIES:

Positions in this classification are responsible for the direct and indirect supervision of all water related systems. To provide staff assistance, plan, organize and direct the operations of the Water Treatment Plant, Water Distribution System, Water Supply, Water Metering and assist with Billing Operations, and Customer Service Programs. This class is also responsible for assigning, directing, and coordinating work among front line personnel. Directs and coordinates administrative activities as they relate to overall system activities.

This position plans, organizes and directs corrective maintenance for the Water Treatment Plant, Water Distribution System, Water Supply, and Water Metering. This Position is responsible for keeping the facilities orderly and operational; by directing and participating in routine operation, maintenance repair and administrative duties, to supply, treat and store water for City consumption.

The Water Superintendent will spend a majority of time performing administrative and supervisory functions; however, will also be required to participate in operations and maintenance activities as needed. Relative job responsibilities may shift for short periods depending on specific workload requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of the class)

- Assist in the development and implementation of goals, objectives, policies, and priorities
- Plan, assign, schedule, and supervise employees in the operation of the water system
- Maintain surveillance of the operating efficiency of the water purification, supply, distribution, metering, and billing
- Review and maintain records and prepare reports regarding the operation of the water system

- Supervise, train, prepare, and administer performance evaluations on professional and technical subordinates
- Assist in budget preparation and administration of both operating and capital improvement budget, and monitoring the use of budget funds
- Deal effectively with the public, other governmental organizations, regulatory agencies, and contractors
- Inspects jobs in progress for compliance with State and City safety requirements regarding appropriate personnel, equipment, and procedural precautions
- Prepare cost estimates and assist in development of projects and specifications
- Make periodic inspections of systems facilities for proper operating conditions
- Coordinate activities with other divisions within the City
- Recommend and assist in the planning of improvements to the water system
- Perform related work as required
- Requisition materials, supplies, and equipment
- Makes system repairs as needed and may request improvements
- Supervises and participates in the daily operation of the water system to meet performance standards, changing conditions, and emergencies
- Operates a wide variety of equipment such as tractors, dump trucks, backhoe, electrical tools, pumps, and various kinds of hydraulic systems
- Operates computers and utilizes various computer programs such as spreadsheets, word processing, and preventive maintenance programs to accomplish administrative and related work
- Maintains work time, equipment, and materials records
- Make reports of work performed
- Reviews plans and specifications for new development and capital improvement projects and recommends changes necessary to meet City standards and reduce future maintenance problems
- Maintains inventory and written data including equipment malfunctions, facility conditions, pumping rate, and equipment lubrication requirements
- Makes periodic inspections and reports system conditions to assure adherence to maintenance procedures; performs and assists in work necessary to keep the system and plant in clean, orderly, and operating condition
- Provides for the instruction and training of new water system operators and service personnel
- Responds to request; for information and complaints involving the water system and its components
- Oversees and coordinates the City's cross connection control program
- Reviews and analyzes water distribution related claims from customers and recommends whether City is responsible
- Supervises and participates in the daily operation of the Water Treatment Plant providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions, and emergencies
- Operates and maintains City groundwater wells
- Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities

- Evaluate new development in materials, tools, and equipment to recommend or purchase
- Coordinate and plan all activities that have to do with the water system, treatment, metering, billing, and customer service
- Prepare an annual budget for the department and work under that budget as approved by City Council
- Administers the City's GIS system
- Participates in the City's snow removal process

EMPLOYMENT STANDARDS

Possession of:

- Iowa Grade III (3) Water Treatment Certificate
- Iowa Grade II (2) Water Distribution Certificate
- Iowa Commercial Driver License

Knowledge of:

- The operations of pumps, electrical motors, piping, valves, clay valves, control systems, and related equipment common to water treatment, distribution, supply, metering, and billing
- Modern water treatment and distribution system methods and practices
- Physical, chemical, and bacteriological processes involved in the treatment, supply, and distribution of water
- State of Iowa Water Quality Requirements and reporting procedures
- Principles of supervision, training, and budgeting
- Safety rules, including development and implementation of state mandated rules, regulations, and practices pertaining to the work
- Laws, codes, and regulations applicable to municipal utility operations
- Mechanical, electrical, and hydraulic principles
- Telemetry and computer systems

Ability to:

- Plan, assign, schedule, and coordinate work of subordinates in all areas of a water system
- Implement professional standards while performing job duties and acts in accordance with the expectations of the City's Employee Handbook
- Prepare reports and communicate clearly and concisely, both orally and in writing
- Prepare routine and special reports
- Supervise, train, and evaluate subordinates
- Develop and monitor complex capital and operating budget
- Identify water system needs and develop a cost-effective plan to meet needs identified
- Establish and implement goals, objective, procedures, and priorities
- Sustain physical climbing, standing, lifting, and walking
- Perform maintenance and make operating adjustments to the water system

- Recognize unusual, inefficient, or dangerous operating conditions
- Interpret piping, electrical, and distribution diagrams
- Supervise the operation of a variety of distribution and treatment equipment, valves, and pumps
- Learn to develop needed programs to instruct in the operation of a telemetry control system and preventative maintenance computer programs
- Lift a weight of 50 lbs. with or without reasonable accommodation
- Operate water treatment and pumping plant equipment including automatic control devices
- Understand and carry out oral and written direction
- Make mathematical calculations
- Perform standardized water quality tests and adjust plant operation accordingly
- Directly supervise both full-time, part-time, and seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

EDUCATION AND EXPERIENCE:

1. High school graduate or G.E.D. supplemented by specialized training (recent acceptable formal courses of instruction) in water Distribution, system operations; or two (2) years of college in the field of engineering, or closely related fields.
2. A minimum of (5) five years of experience in the operation of a water system
Or
An equivalent combination of education and experience

Must possess a Grade III (3) Water Treatment Plant Operator Certificate and a Grade II (2) Water Distribution Certificate issued by the Iowa Department of Natural Resources or able to obtain a Grade III (3) Water Treatment Plant Operator Certificate and/or a Grade II (2) Water Distribution Certificate within six (6) months of being hired into the role of Water Superintendent.

Must possess a valid Iowa driver's license and obtain a Class B driver's license within six (6) months of employment. If in possession of a valid out-of-state license, must be able to possess and maintain throughout employment a valid Iowa driver's license.

The duties above 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.

Employee's Signature Date City Administrator Date

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