

City of Adel Job Posting

Water Operator

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

The Water Operator performs a variety of tasks related to the operation, maintenance, and repair of the Adel Municipal Waterworks water facilities and water distribution system.

The incumbent will be responsible for duties including, but not limited to, water production, testing, customer services, meter reading, leak detection, utility locating, and emergency water maintenance.

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

Since early 2019, the City has invested in seven major water projects totaling approximately \$25 million. These include [a new Reverse Osmosis \(R.O\) Water Treatment Plant](#), two new ground-source wells, a new raw water transmission main, a new high service pump, a new ground storage reservoir, and a new high zone water main.

A complete job description may be found at www.adeliowa.org and at Adel City Hall.

Must possess or be able to obtain within one year a Grade I (one) Water Treatment Certificate and a Grade I (one) Water Distribution Certificate. Must possess or be able to obtain within three years a Grade II (two) Water Treatment Certificate and a Grade II (two) Water Distribution Certificate. Must possess or be able to obtain within six (6) months a Class B Commercial Driver's License.

Some evening and weekend work is required.

The annual salary range for this position is \$49,440 to \$54,000, with a starting salary commensurate with qualifications and experience. The City offers a comprehensive benefit package including State of Iowa retirement.

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 Thursday, June 30, 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.

2022 Water Operator Job Description

Employer: City of Adel
Facility/Location: Adel, IA (PWSID # 2503003)
Job Title: Water Operator **Normal Shift:** 8 hours
Reports To: City of Adel Water Superintendent
Job Summary: Under the direction of the Water Superintendent, has responsibility for operation, maintenance, and repair of Adel Municipal Waterworks' water facilities and water distribution system. Performs duties required relating to water production at the Water Plant, including maintenance and repair of building, grounds, filtration, and feed equipment, wells, pumps and motors, water towers, and well field. Performs associated testing, monitoring, and recording required by local, state, and federal law. Performs skilled and routine tasks involving customer services in adjusting and installing water taps, meters, and other types of customer services. Performs duties required relating to water distribution throughout the town including meter reading, fire hydrant operation/maintenance, leak detection, emergency water main maintenance, and locating City utilities.
Council Approval August 14, 2018
Staff Update June 13, 2022 based on recent revisions to similar job description

Essential Functions

1. Knowledge of and demonstrated ability to conduct daily/weekly/monthly monitoring and testing of water as required in state operating permit, training toward obtaining required certifications as listed under licensing, certifications, and residency requirements
2. Knowledge of and demonstrated ability to complete record keeping and legal notifications to customers.
3. General construction, operation, maintenance, and repair of Adel Municipal Waterworks' water treatment and distribution systems.
4. Locates underground water utilities.
5. Inspects and assists in water main installations, well repairs, installation and removal of water meters, location of water leaks and valves; makes water taps; operates water valves and curb stops; and uses pipe location and leak detector.
6. Record, maintain, and analyze data including but not limited to water quality aspects, public complaints, utility mapping, infrastructure records, construction as-built's, and general schematics.

Marginal Functions

- Assist the Public Works Department as needed/allowed to carry out various vital and non-vital roles for the community (snow removal, emergency response, department assistance, assist with staffing concerns, etc.)

Physical Demands	Description	Essential Function(s)*
Standing	Stand for up to 7.5 hours per day.	1,2,3,4,5,6
Walking	Walk throughout various parks, fields, and grounds.	1,2,3,4,5,6
Sitting	Sit for up to 1 hour at a time to drive or operate equipment.	1,2,3,4,5,6
Lifting	Lift up to 70-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.	1,3,4,5
Carrying	Carry various equipment weighing up to 70 pounds up to 50 feet at a time.	1,3,4,5
Pushing	Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,3,4,5

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Pulling	Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,3,4,5
Climbing	Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles and utilize ladders and step stools.	1,3,4,5
Bending	Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.	1,3,4,5
Reaching	Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.	1,3,4,5
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,3,4,5
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,3,4,5
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine, and equipment maintenance, etc.	1,2,3,4,5,6
Above-Shoulder Work	Lift up to 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure part, change light bulbs, etc.	1,2,3,4,5,6
Hand Coordination	Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.	1,2,3,4,5,6

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high-voltage power lines.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 30 feet.
Noise	Various equipment such as pumps, motors, large machinery, etc.
Chemicals	Various toxic or caustic chemicals.

Knowledge, Skills, and Abilities

- Working knowledge and demonstrated ability in the methods, operation and use of vehicles, tools, equipment, machinery, and materials needed to perform operations and maintenance of public works and utilities.
- Ability to perform heavy manual labor such as: lift and carry heavy objects, crawl, stand, bend, reach, climb ladders and manipulate tools and objects requiring manual dexterity, sometimes under adverse weather conditions.
- Ability to work on-call, overtime, and rotating shifts, as assigned.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and utility maintenance work
- Ability to maintain equipment and vehicles, record information and follow preventative maintenance programs.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions, work independently with minimal directions, and prioritize work.

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Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions related to water treatment, water distribution, as well as all other PPE necessary for all other departments. These include but are not limited to safety glasses, chemical resistant clothing, gloves, noise protection, respirator, reflective clothing, face shields, trenching and shoring equipment, etc.

Licenses, Certifications, and Residency Requirements

- Within 90 days of hire and for the entirety of employment thereafter, primary residence must be established inside City of Adel city limits or at an agreed-upon distance by concurrent approval of the Public Works Director and the Water Superintendent.
- Possession of or ability to possess within one year the Certifications of Grade I Water Treatment and Grade I Water Distribution. Need to possess or have the ability to possess within three years the Certifications of Grade II Water Treatment and Grade II Water Distribution.
- Must possess a valid Iowa driver's license and Commercial Driver's License. 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 within 6 months of employment.

Conditions of Employment:

- Pre-employment drug screen.
- Post-offer, pre-employment physical exam.
- Background investigation.
- Meet all timeframe requirements listed under licenses, certifications, and residency requirements

Document History

Date	Description
7/31/218	Original Document Editing / Formatting

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of "the reason the position exists."
• Marginal Functions	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

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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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