

PLANT OPERATOR

Evansdale Water Works is seeking a detail-oriented, service-minded Water Operator to assist the Plant Manager.

Qualified applicants must have:

- A valid Iowa driver's license.
- Strong math skills; able to make routine mathematical calculations quickly and accurately.
- Strong ability to use and navigate computer software, programs, and Excel spreadsheets.
- Ability to lift up to 50 lbs. occasionally and up to 25 lbs. frequently.
- Possess Water Treatment and Water Distribution Grade I Certifications, or ability to obtain within one year.
- Completion of a 2-year degree is desired but not required.

TO APPLY: Submit application to Evansdale Water Works. Position is open until filled.

Evansdale Water Works Employment application and full job description available at:

- Download application at www.evansdale.govoffice.com > COMMUNITY > Employment > Water Works
- Water Works office at 123 North Evans Rd, Evansdale IA 50707 (located inside City Hall building)

HIRED BY: Water Works Board of Trustees

DIRECT SUPERVISOR: Plant Manager

CERTIFICATION REQUIREMENTS: As directed by Water Works Board of Trustees

SALARY: \$27.00 per hour (\$0.75 per hour increase after 90 days)

DUTIES:

01. Operate Water Treatment Plants as directed by Plant Manager.
02. Take and submit water tests of raw and treated water as required or needed.
03. General maintenance and mechanical repair of plants and equipment, including cleaning, painting, lawn mowing, snow plowing and electrical maintenance.
04. Maintain the Water Distribution System as directed by the Plant Manager.
05. Locate water mains and customer shut-offs when calls come in from the Iowa One Call System.
06. Read meters using handheld meter reading device monthly for customer billing purposes. Meters are located inside buildings and meter pits. Outside readers and radio read devices are installed as updates allow.
07. Read meters and turn shut-off valves as needed when customers move in or out or become delinquent due to non-payment.
08. Install and replace meters.
09. Test and/or repair meters. Meters may be in-service or may need to be removed to the plant.
10. Install, repair, or replace meter reading devices.
11. Perform water taps and thread piping as needed.
12. Create and/or update tap cards (2 sets – office file and plant file), including written location and visual drawing on tap card.
13. Flush hydrants monthly, semi-annually, or as needed.
14. Repair water main breaks when they occur.

15. Repair street valves, hydrants, and other apparatus as needed.
16. Install water main extensions as directed by the Plant Manager, with/without blueprints.
17. Assist the Plant Manager in the performance of his/her duties.
18. In the absence of the Plant Manager, shall perform the duties of that position where Grade II Certification is not required. If the Operator has also attained that level of certification, they shall fill in for the Plant Manager as directed by the Manager.
19. Be familiar with and have a working knowledge of the Rules and Regulations of the Evansdale Water Works, and also the Employee Manual.
20. Enter data into GPS software; search and download information as needed.
21. All other duties and tasks assigned and necessary for the successful operation of the Evansdale Water Works.

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED:

01. Excellent record keeping skills.
02. Ability to make routine mathematical calculations quickly and accurately.
03. Strong ability to use and navigate computer software, programs, and Excel spreadsheets.
04. Must have a valid Iowa driver's license.
05. Must possess a Water Treatment and Water Distribution Grade I Certification; or ability to obtain within one year from date of hire.
06. Ability to establish and maintain effective relationships with other employees, Department Heads, Board members, and customers.
07. Ability to make clear and accurate decisions in times of emergencies and high stress situations.

EDUCATION/EXPERIENCE:

01. High School Diploma or GED.
02. A 2-year degree or technical training is desired but not required.
03. Prior experience is desired but not required.

WORKING CONDITIONS:

01. Must be able to lift 50 lbs. of force occasionally, and up to 25 lbs. of force frequently to move objects.
02. Must be able to work in confined spaces such as meter pits, crawl spaces, closets, etc.
03. Must be able to climb a 200-foot-high water tower.
04. Must be able to work in all types of weather, including extreme heat and cold.
05. Must be able to operate industrial type equipment, such as a back-hoe and snowplow truck.
06. Must be able to work with chemicals such as chlorine, poly phosphate, etc.

07. Must be able to move about in the performance of his/her duties. Walking long distances is required from time to time.

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. Water Works reserves the right to change this job description at any time.

The Water Works places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the Evansdale Water Works.