

CITY OF NEW HAMPTON

WATER & SANITARY COLLECTION SUPERINTENDENT

Position: Water & Sanitary Collection Superintendent

Supervises: None

Department: Public Works

Gives work direction to: None

FLSA Status: Non-exempt

Reports to: Public Works Director

Revision date: March 8, 2023

POSITION SUMMARY

At will position appointed by and under the direction of the Public Works Director. Performs specialized duties in the operation and maintenance of the municipal water treatment plant and water distribution system in accordance with established regulations and operating procedures; a variety of street repairs and functions, as well as plowing and sanding of streets, jetting and cleaning of sanitary collection sewer lines.

ESSENTIAL JOB DUTIES

- Operates water treatment equipment including pumps, wells and valves.
 - Monitors, reads, and records information from gauges and meters.
 - Mixes chemicals used in water treatment process according to established procedure.
 - Collects and analyzes water samples on a daily basis following established laboratory procedure.
 - Performs general plant maintenance using a variety of tools to clean, maintain and repair pipes, valves, machines and other equipment.
 - Reads and records water meter numbers on a monthly basis.
 - Inspect and maintain sanitary sewers; including jetting & televising when needed.
 - Locate and mark water and sewer utilities per One-Call requirements.
 - Respond to emergency calls as necessary, locate, diagnose problems, and correct issues.
 - Performs other duties as needed, including snow removal and care of plant grounds.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Basic knowledge of the principles and procedures of water treatment, including knowledge of chemistry and bacteriology; laboratory equipment and procedure and established controls; and related occupational hazards and safety precautions.
- Ability to follow written, verbal or diagrammatic instructions.
- Ability to read and interpret gauges and meters.
- Ability to copy figures from one record to another.
- Knowledge of water main and water meter installation and repair.
- Ability to safely operate construction, mechanical and electrical equipment.
- Knowledge of cleaning methods, materials and equipment and the proper use and hazards of cleaning agents.
- Ability to work independently.

- Ability to establish effective and courteous relationships with co-workers and the public.
- Ability to safely access confined spaces.
- Ability to safely perform manual labor outdoors for extended periods of time. Ability to safely perform a variety of physical movements, including bending, stooping, kneeling, lifting, twisting, walking, and climbing.
- Ability to safely walk across uneven terrain, slippery surfaces, and climb stairs.
- Ability to safely lift, carry, push or pull objects weighing up to fifty (50) pounds and to exert up to one-hundred (100) pounds of force frequently/occasionally.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED; State of Iowa requires a minimum of ten (10) contact hours of continuing education every two (2) years as outlined in the Iowa Administrative Code 567-81.14; and

Work Experience: Three (3) years of related work experience as required by the State of Iowa and outlined in the Iowa Administrative Code, 567-81.7.; or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position and meets the state requirements as outlined in the Iowa Administrative Code.

Required licenses, registrations and certifications: Must maintain Iowa Grade II Water Treatment & Water Distribution License; and willing to obtain a Grade I Wastewater Certification. Prefer ability to obtain and maintain CDL Class B driver's license with air brakes and maintain good driving record.

Required post-offer physical examinations: None

Required drug testing: As required for CDL license.

Residency requirement: In accordance with the City Employee Handbook a Water & Sanitary Collection Superintendent, as a designated emergency employee, must reside within fifty (50) miles of the city limits of New Hanpton within six (6) months from the date of hire.

Other testing required: None

WORK ENVIRONMENT

Work is performed inside an office, plant, or laboratory, and outside in what may be adverse weather conditions. The work environment can involve exposure to heat, cold, humidity, dirt, moving machinery, snow, ice, extreme noise, visual strain, confined spaces, darkness, fumes, odors, dust, mists, and gases. Work involves periodic lifting and carrying of chemical containers, valves, pumps, and other construction, maintenance or safety equipment weighing more than fifty (50) pounds. Position may require being called back to work while off-duty and may involve extended or irregular working hours.

HOURS OF WORK

Generally, 7:00 am to 3:30 pm, Monday through Friday, with a ½ hour unpaid lunch. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to be available to respond to emergencies. May be required to work holidays, weekends and evenings because of operational demands of the job. Must be willing to be on-call nights and weekends per rotational schedule.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

Department Head signature

Date

Employee signature

Date