



The City of Prairie City is hiring:

Public Works Superintendent

Hiring Range \$55,000 - \$74,990

Submit job application available on City's website and resume by July 26, 2024, to:

Jerry Moore, City Administrator

City of Prairie City

203 E Jefferson St

Prairie City, IA 50228

Jerry.moore@prairiecityiowa.us

515-994-2649

PUBLIC WORKS – Water/Wastewater Superintendent

Position: Public Works –Water/Wastewater Superintendent

Reports to: City Administrator

Revision Date: 09/01/2021

FLSA Classification: Non-exempt

JOB DUTIES

WATER/WASTEWATER SUPERINTENDENT:

- Prepare, sign, and file reports as required by local, state, and federal authorities.
- Prepare monthly activity report for Council.
- Support and train Water/Wastewater Operators.
- Submit annual budget recommendations.
- Performs/oversees training on general plant maintenance using a variety of tools to clean, maintain and repair pipes, valves, filters, screens, tanks, pits, building, pumps, machines, and other equipment.
- Collects (or oversees collection) and analyzes water samples on a daily basis following established laboratory procedures.
- Records results of laboratory analysis.
- Mixes chemicals used in water treatment process according to established procedure.
- Computes monthly averages of flows, pounds of chemicals applied, and test results.
- Monitors, inspects, reads and records data from gauges and meters
- Inspects and listens to chlorinator, pumps and other equipment.
- Identifies, reports, and repairs (schedules repair) of malfunctioning equipment.
- Checks wastewater treatment equipment for proper functioning.
- Cleans, maintains and repairs equipment on ongoing basis.
- Manually changes chemical drums, barrels, and cylinders when empty following established safety procedures for each chemical.
- Operates water treatment equipment including pumps, wells, and valves.
- Performs other duties as needed, including care of plant and lagoon grounds.

METER READING OPERATIONS

- Investigates reasons for meter failure and orders parts necessary for repair.
- Reviews high and low water consumption reports.
- Responds to inquiries from the public regarding water service.

CAPITAL PROJECT PLANNING/REVIEW

- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, equipment, and operational needs.
- Represents the city, as directed by City Administrator and/or Council, with contractors, consultants, and other governmental units and community groups in with the city may have an interest.
- Verifies that permits and plans submitted for approval comply with established zoning and planning standards and municipal ordinances. Conducts physical inspection throughout the construction process.

STREET LABORER/EQUIPMENT OPERATIONS:

- Support, train, & oversee staff.

- Safely operates a variety of street maintenance and cleaning equipment including maintainer, end loader, dump truck, steel roller, and street sweeper.
- Removes snow and ice from streets and other city property using snowplow, v-plow, sander, and other equipment.
- Safely operates a variety of hand and power tools used in street maintenance and repair including street painting equipment; cement saws; chain saw; hammer; drill; air compressor; electrical and carpentry tools and surveying tools.
- Safely operates a variety of equipment used in trimming trees and grounds keeping, including chainsaw, chipper, pesticide sprayer, lawn mower and weed whip.

CEMETERY OPERATIONS:

- Support, train & oversee staff.
- Approve installation and repair of headstones and monuments.

PARKS OPERATIONS:

- Support, train, and oversee staff.
- Participates in maintenance and general operations of municipal parks which include:
 - Recreational Sports Complex
 - Tennis courts
 - Garden Square
 - Community Parks
 - Buffalo Park
 - Trail
- Performs a variety of maintenance functions in park facilities and grounds keeping work including mowing grass; trimming trees; picking up litter and branches; removing snow using shovel and snowblower; painting; occasionally cleaning restrooms; moving picnic tables, spreading dirt and rock, and dragging the infields.
- Conducts regular inspections of facilities to check for any necessary repairs.

PUBLIC BUILDING OPERATIONS

- Support, train & oversee staff.
- Building and grounds maintenance, replace light bulbs, mowing and weed trimming, monitoring building conditions, meeting with contractors for repairs, room setup and turning services on/off.

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.

- Ability to coordinate and oversee the work of staff.
- Ability to follow written and/or verbal instructions.
- Ability to perform basic addition and subtraction; accurately count and record numbers.
- Ability to accurately transcribe numeric data from one source to another.
- Ability to safely perform physical activities including walking (uneven or slippery surfaces), crouching, kneeling to access confined spaces, bending, stooping, climbing, balancing, sitting for extended periods, twisting, reaching, grasping, standing, and other movements associated with each of the various areas of operation.
- Ability to safely lift, carry push and pull objects weighing up to 50 pounds and to exert up to 100 pounds of force occasionally.

- Knowledge of the principles and operating procedures of water and wastewater treatment including: knowledge of chemistry and bacteriology; meters and gauges; laboratory equipment and procedures; established controls; related occupational hazards and safety precautions.
- Ability to establish effective working relationships with co-workers, supervisors, and the public.
- Knowledge of or ability to learn municipal street and utility systems.
- Knowledge of the standard methods, materials, tools, and equipment used in road maintenance.
- Knowledge of operating hazards of road maintenance and repair equipment and vehicles and corresponding safety precautions.
- Ability to safely perform outdoor manual labor for extended periods of time under adverse weather conditions.
- Ability to read maps and use GPS location tools.
- Ability to use logic or science to solve problems with several abstract and concrete variables.
- Ability to obtain and maintain all required licenses and certifications.
- Ability to safely operate and maintain tools and equipment associated with public works projects, including, but not limited to, general purpose maintenance equipment and tools; safety equipment; cars, light trucks, tractors, street sweeper, motor graders, loaders; air compressor; chain hoist; electrical welding equipment, drills, grinder, generator; riding or push mowers; weed eater; hand tree trimmer; sprayer; ladder; extension cords; measuring equipment; hazardous chemicals; motorized sump pump; hammers, sledgehammers; and other vehicles, tools, and equipment.
- Knowledge of the principles and practices of grounds care and building maintenance.
- Ability to accurately use equipment used to locate burial lots.
- Ability to maintain detailed and accurate records.
- Ability to work independently and/or with other employees.
- Knowledge of construction and repair principles and techniques relating to buildings, fences, play equipment and other parks department structures.
- Knowledge of water main installation and repair.

ENTRY REQUIREMENTS

Education/Training: Graduation from high school or GED equivalency.

Work experience: Five years of post-high school job related experience such as plumbing and/or mechanical repair. Operation of heavy equipment is essential. Obtaining Class A CDL desirable.

Required licenses, registrations, and certifications: Valid Iowa motor vehicle operator's license. Must have or be able to obtain Water Treatment Grade II - Operator, Water Distribution Grade II – Operator, and Waste Water Grade III – Operator.

Post-offer physical examinations: Required.

Drug testing: Required.

Residency requirement: As stated in the Employee Handbook

Criminal background check: Required.

WORK ENVIRONMENT

Work is performed both inside and outside and involves seasonal exposure to heat and cold, wind, rain, humidity, snow, and ice conditions. Work may be performed in the cab of a truck or tractor, office, plant or laboratory. Position involves exposure to awkward or confining work spaces; darkness due to poor lighting; dirt and dust; mists; gases; odors and fumes; moving machinery; loud noises; vibration; noise and vibrations associated with operating power tools, periodic lifting and carrying of chemical containers; valves; pumps; grounds keeping,

maintenance of heavy equipment, machinery and power tools; darkness or poor lighting; visual strain; safety equipment weighing more than 50 pounds; working on uneven ground, mechanical,

herbicides and other chemical, microbiological, electrical, fire and traffic hazards; and extensive walking and standing. Position may involve being called back to work while off-duty, extended or irregular work hours and work pace pressure. Seasonal work may require a respirator and protective clothing.

1. 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.
2. 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.
3. The City reserves the right to change or reassign job duties or combine positions at any time.

Date