

Public Works Operator/Water-Wastewater Operator-in-Training - Mitchellville, IA

Job description

The City of Mitchellville is hiring for a Public Works IDNR certified Water/Wastewater Operator or an Operator-in-Training. Typical schedule is M-F from 7:00am to 4:00pm with on call rotation.

Mitchellville is a Grade III wastewater treatment facility consisting of a Fluidyne SBR treatment system and ultra-violet disinfection as well as two lagoon cells used for storage. The collection system includes one lift station and various mains. The water distribution system includes various mains, valves and hydrants. Our water system is 5 wells and 2 horizontal pressure filters. This position will provide backup and support services to the City employee during periods when safe completion of work is required, vacation, illnesses, training periods, and etc. as well as rotating on-call and weekend rounds every other week. Will also be responsible for water meter maintenance, turn-ons, turn-offs, etc. including the replacement of meters and assisting the city employee with monthly meter reading.

ESSENTIAL DUTIES:

Ensures and performs a variety of skilled, technical and administrative work in the operation, repair, maintenance and replacement of complex equipment and treatment processes, which can include but are not limited to:

- Responsible for safe, efficient and effective operation and maintenance of the water/wastewater treatment facilities; as well as the distribution/collection systems.
- Monitor, observe variations and interpret the performance of all equipment, gauges, meters, control panels and charts to determine processing requirements.
- Perform safe, preventative maintenance and repair machinery and equipment. Update and maintain records of completed maintenance.
- Extract samples and perform routine and non-routine laboratory tests and analysis. Assemble instruments and equipment for analytical or research work. Safely prepare chemical and bacteriological media, stains, reagents and tests solutions used in the laboratory. Clean, maintain and store instruments and equipment.

- Maintain accurate records, reports and logging of all pertinent information required in wastewater treatment operations. Work includes preparation and submittal of necessary data and reports to other governmental agencies as required. Prepare and submit monthly operations and performance reports to region offices and client as directed.
- Represent the city to other agencies and citizens with a courteous, helpful, accurate and business-like attitude. Respond to customer/client complaints and resolve such complaints in a fair and expeditious manner.
- Mowing, tree trimming, basic street repairs, snow removal and other types of city-based tasks
- Order, store and account for chemicals, utilities, contract services, and other materials and supplies in the most cost-effective manner, including coding of invoices.
- Ensure the general maintenance of building(s), grounds and company equipment, including vehicles and tools is performed.
- Other duties as assigned.

Requirements

- High School diploma or equivalent.
- IDNR Grade 3 wastewater certification preferred.
- IDNR Grade 2 water distribution preferred.
- IDNR Grade 2 water treatment certification preferred.
- Valid driver's license and clean driving record.
- Class B with air brakes preferred; must obtained in 90 days after employment.
- Strong mechanical skills to repair related water/wastewater equipment, pipes, pumps, etc.
- Required to live within a 20-minute response time of Mitchellville and have the ability to respond to after-hour emergency callouts.
- Ability to work independently and as a team.
- Excellent problem-solving skills with the ability to prioritize the workload to meet deadlines.

- Required to work weekends and on-call based on a rotating schedule.
- Required to assist with snow removal within the city.
- Attendance and punctuality are essential to this position.
- Computer knowledge required - Microsoft Office products a plus

Compensation is based on experience and current certifications. The City of Mitchellville offers the following starting pay structure:

- Non-certified applicants: \$21.00 per hour
- Applicants with CDL: \$22.00 per hour
- IDNR Grade 1 Water or Wastewater Certification: Starting at \$24.00 per hour, with potential advancement up to \$30.00 per hour
- IDNR Grade 2 Certification: Starting at \$32.00 per hour, with potential advancement up to \$40.00 per hour

Please include any certifications and operator ID numbers in your application, résumé, or cover letter. Applications may be completed online at www.mitchellville.org or in person at City Hall.

For questions or additional information, contact:

Chris Pruett, Public Works Supervisor

Email: chris.pruett@mitchellville.org

Phone: 515-669-6011

Thank you for your interest in joining the City of Mitchellville team.