

WATER PLANT SUPERINTENDENT

The City of Jefferson, IA (Pop. 4,182) is taking applications for a full-time Grade 3 Water Plant Superintendent. This person will be responsible for operations of the water treatment facility, the distribution system and the water department. Submit cover letter, resume and application at Jefferson City Hall, 220 N. Chestnut, Jefferson IA 50129, Attention City Administrator or e-mail scottt@cityofjeffersoniowa.org. A full job description and application can be downloaded at www.cityofjeffersoniowa.org

Benefits: IPERS, major medical, sick & vacation leave.

Salary \$ 85,000 - \$90,000

Position open until filled, with first review of applications on December 22, 2025

The City of Jefferson is an Equal Opportunity Employer.

TITLE: WATER SUPERINTENDENT

PURPOSE OF POSITION

General Statement of Duties: The Water Superintendent is responsible for supervision and the performance of technical work in the operation of the municipal water system.

Work involves responsibilities for operation of the water treatment facility, the distribution system and the water department. Duties include operation of the water treatment facility, wells, pumps, disinfection pumps and equipment and fluoridation pumps and equipment. Must have ability to collect and analyze samples for chlorine and fluoride concentrations. Must have working knowledge of water main pipes, hydrants, valves and related couplings, clamps, repair parts and other accessories. Must have ability to install and repair water meters and related remote readers. Must be able to supervise and motivate employees. Must be able to meet and converse with the general public in regard to water consumption and quality issues.

Reports to: The Water Superintendent shall be under the supervision of the Public Works Director.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Establishes work schedules for the water department and adjusts work procedures to meet schedules. Directs activities of subordinate personnel who oversee installation, maintenance and repair of the water distribution system.
2. Assures that subordinates comply with applicable safety and occupational health standards; maintains discipline and conduct of subordinates. Sees that safety precautions for the crews and public are enforced.
3. Plans, organizes and supervises the work of the water department employees, divides and assigns tasks, coordinates and maintains work flow, trains new employees in system operation and work procedures, recommends hiring, disciplinary action, discharge, promotions, merit increases and evaluates performance of department personnel. Approves overtime work and maintains time and work records.
4. Completes periodic reports and submits reports to appropriate authority.
5. Operates the water treatment facility to control disinfection and fluoridation at points of injection into distribution system; makes operation decisions.
6. Supervises the regular and required testing of City water to insure that water purity is maintained at required levels, including the daily, weekly and monthly records and reports on tests.
7. Collects samples of water from distribution system for laboratory analysis for coliform bacteria, nitrate levels and any other chemicals as necessary. Checks and reviews tests of water as a basis for directing changes in plant operation. Collects and analyzes samples for chlorine and fluoride concentration.

8. Performs maintenance to the distribution system such as leak detection and repair, valve exercises, fire hydrant flushing, system repairs and to keep the system in good working condition. Operates equipment related to the installation of mains and hydrants and repair of broken mains.
9. Monitors large pump meters, time clocks, chlorine and fluoride consumption and records on proper forms.
10. Reads water meters and gauges.
11. Uses pipe locator and leak detector equipment.
12. Locates underground facilities for contractors and others.
13. Performs maintenance and repair work at pump houses; performs general cleaning and maintenance around buildings and grounds.
14. Makes taps on water mains for new construction or for replacement of service lines by plumbers.
15. Develops plans to meet and serve expanding community needs, such as increasing capacity of water storage and arranging new sources of water supply.
16. Plans methods and sequence of operation to provide for facility additions, deletions and modifications to the system.
17. Inspects field projects to confirm conformance to specifications.
18. Evaluates new developments in materials, tools and equipment to recommend or deny purchase.
19. Prepares budget estimates based on anticipated needs of department. Helps to prepare department budget and maintain budgetary controls.
20. Assists in development of short-range and long-range plans for the Water Department.
21. Certifies the accuracy of all bills incurred by the department.
22. Schedules and directs the activities of department crews engaged in the construction, repair, modification, general maintenance and upkeep of the municipal water supply, distribution system and related areas, equipment and facilities, including the development and maintenance of a historical and location record keeping system of work done on the water treatment facility and distribution system.
23. Maintains a constant awareness of federal and state environmental quality requirements, new legislation and regulations, new equipment available. Makes recommendations to the Public Works Director to ensure compliance with rules and regulations and assures all required training is given to and licenses are maintained by department personnel.
24. Makes recommendations regarding purchase of new equipment, modifications of existing equipment, improving methods and procedures of operations, and personnel requirements, practices and policies.
25. Responsible for the automotive, mechanical, special and any other equipment or properties assigned to the water department.
26. Reports any problems or irregularities related to water supply and distribution to the Public Works Director. Attends necessary meetings and keeps the Public Works Director informed of water department activities.
27. Participates in snow removal activities.
28. Cooperates with other departments on various projects and also in emergencies, floods, sand other severe conditions.

29. Confers with administrative and technical personnel and personnel of other city departments to coordinate inner-departmental activities and assists with projects outside the water department as needed.
30. Supervises inspections and answers inquiries on taste or odor of water and takes appropriate corrective measures pertaining to the water distribution. Must have ability to be courteous, diplomatic, and respectful when dealing with the citizens of the community.
31. Understands the technologies required.

QUALIFICATIONS FOR HIRE

Required Knowledge, Skills and Abilities: Must have thorough knowledge of the principals and practices applied to the operation and maintenance of pumps, motors, chemical feed equipment and similar machinery. It is required to have the knowledge and skills of repairing mains, lines, hydrants, underground work, etc. Applicant must have complete knowledge of water treatment operations and processes. Also, must have knowledge of the occupational hazards involved and safety precautions necessary in the operation of water treatment equipment and processes; to include the safe handling of toxic chemicals and related safety equipment.

Job Conditions: Employee must have the ability to use standard mechanical tools in the maintenance and repair of motors, pumps and chemical feed equipment; ability to read meters and gauges correctly, and to act quickly and independently in operational emergencies; ability to organize a variety of work duties and to give detailed and general instructions, written and oral; ability to work inter-departmentally; ability to relate effectively with subordinates in delegating work; ability to prepare and maintain and analyze operating records; ability to plan and direct the work of others, either directly or through lower-level supervisors; ability to work with a variety of situations and to solve problems using facts and personal judgment; ability to react in emergency situations and make decisions that may involve a large amount of money or the safety of others; ability to work with different kinds of people; ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions. Employee must interpret an extensive variety of technical instructions in mathematical or diagrammatic form; ability to add, subtract, multiply and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate and percent; ability to read and understand instructions and safety rules; ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech; and ability to speak with poise, voice control and confidence using correct English and well-modulated voice.

Education: High school diploma or equivalent required. Must possess Grade III Water Treatment Plant Operators and Grade II Water Distribution License within 6 months of being Water Superintendent. Must have ability to obtain sufficient Continuing Education Units to retain Grade III Water Treatment Plant Operators and Grade II Water Distribution License. Must possess a valid State of Iowa's Driver's CDL License upon appointment and continue maintenance of the license throughout period of employment. Must have availability after regular working hours in case of equipment failures/emergencies with the Water Department. Will be subject to pre-employment physical and random drug and alcohol testing.

Experience: Water department experience preferred; Current Grade III Water Treatment and Plant Operations Certificate desirable.

Salary Range: \$85,000 to \$90,000 Depending on Experience and Qualification.