



## City of Ames Backflow Prevention Specialist

<b>SALARY</b>	\$68,423.00 - \$98,808.00 Annually	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-5134-01
<b>DEPARTMENT</b>	Water & Pollution Control	<b>DIVISION</b>	Water Meter
<b>OPENING DATE</b>	03/18/2026	<b>CLOSING DATE</b>	4/8/2026 12:00 PM Central
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	MERIT
<b>RESIDENCY REQUIREMENT?</b>	No		

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Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification in the WPC Meter Division. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline. The Backflow Prevention Specialist is responsible for the administration of the City of Ames back flow prevention program as it pertains to protecting the City's drinking water, while coordinating with internal and external customers as required; performs related work as required.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

**Compensation Philosophy:** The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an

employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$83,616.

### **Benefits**

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

### **Examples of Essential Job Functions**

Assumes primary responsibility for development and administration of the backflow program; develops policies and procedures for program activities and recommends changes to the City Code; establishes and maintains detailed electronic record systems related to the installation and testing of backflow prevention assemblies; conducts and documents field inspections to ensure compliance with applicable codes and ordinances; serves as liaison to industrial, commercial, and residential customers and the Iowa Department of Public Health; advises customers, plumbers and registered backflow prevention assembly testers of cross connection control compliance issues and ensures timely and acceptable resolution of compliance deficiencies; interacts and confers with the Inspection Division concerning development and administration of City policies and ordinances related to cross connection control; reviews plans, technical drawings, sketches, and blueprints to ensure conformity with applicable regulations; tracks the leaking water service inventory for properties within Ames, along with the City's service line inventory on spreadsheets; develops and presents educational programs related to cross connection control program requirements; represents the City in appeals of program requirements; travels to meetings with City employees, contractors, or representatives of commercial, industrial, or residential properties; serves as the Water and Pollution Control representative to the City-Wide Development Review Committee (DRC); may be assigned responsibilities for other programs where knowledge of residential, commercial, and/or industrial plumbing systems could benefit the organization.

*Other Job Functions:* Compiles statistical data for inclusion in annual reports; provides input for budget preparation; assist with other divisional activities. Responds to incoming customer service calls within the meter division and performs other administrative duties in absence of Principal Clerk and Water Meter Supervisor.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

### **Qualifications**

**Education and Experience:**

High School diploma or GED; minimum of three years of experience in the administration of a cross connection control program, or comparable experience in residential, commercial, and industrial plumbing, hydraulics or mechanical engineering, or a closely related field.

**Licenses and Certificates:**

Must possess a valid driver's license; must obtain State of Iowa registration as a Backflow Prevention Assembly Tester within one year of employment, and maintain.

**Knowledge, Skills and Abilities:**

Knowledge of drinking water distribution systems and the chemistry of drinking water, considerable knowledge of applicable sections of the Uniform Plumbing Code (UPC), the USC FCCC & HR Manual of Cross Connection Control, State of Iowa codes and regulations, and the City of Ames Municipal Code; considerable knowledge of cross connection control principles and equipment; knowledge and proficiency in the installation and testing of backflow prevention assembly devices; knowledge of plumbing, lawn irrigation, fire sprinkler, and hydraulic systems; knowledge and proficiency in the use of computer systems and spreadsheet, word processing, and database software.

Considerable skills in developing, implementing and coordinating a comprehensive backflow prevention program; skill in verbal and written communication; skill in using a computer, related software, and peripheral equipment; skill in planning program activities and meetings; skill in analyzing a situation and making decisions based on an understanding of a complex set of potential consequences.

Ability to communicate effectively both verbally and in writing; ability to interpret and work from technical sketches, mechanical drawings, and blueprints; ability to properly interpret and administer municipal plumbing and utility ordinances as they relate to backflow prevention; ability to apply knowledge to new and unique situations; ability to establish and maintain an effective record keeping and correspondence system; ability to work with others in a team effort to accomplish objectives; ability to work with little direct supervision; ability to exercise discretion in decision making; ability to establish and maintain effective working relationships with industrial, commercial, and residential customers, superiors, subordinates, co-workers, contractors, vendors, and members of other organizations or agencies; ability to operate an automobile, van, or pickup truck.

**Supplemental Information**

**General Physical Characteristics:**

The work involves sitting 65 percent of the time; standing (but not walking) 20 percent of the time; standing and walking 15 percent of the time; frequently lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

**Vision Requirements:**

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

**Required Physical Activities:**

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, and hearing.

**Environmental Conditions:**

The work is performed primarily inside in an office setting, but during inspections may involve working outside with

exposure to extreme cold, noise, vibration, mechanical hazards, electrical hazards, chemical hazards, oils, atmospheric conditions that affect the respiratory system or skin; working in confined spaces, or in darkness or poor lighting conditions.

**Equipment Used on the Job:**

Telephone; copy machine; fax machine; a variety of audio-visual equipment; personal computers, portable devices, and peripheral equipment; word processing, spreadsheet, specialized database, communications, and scheduling software; automobile, van, and pick-up truck, a variety of printed materials and related software programs, such as Adobe; differential pressure gauge and other related measurement and testing equipment; ladder; boots; gloves; flashlight; camera and a variety of safety equipment and clothing.

**Selection Process**

The selection process consists of an evaluation of education and experience, phone interview, hiring assessment, on-site interview which will include a manager meeting and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***  
Depending on the number of qualified candidates, the City may forego phone interviews.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Backflow Prevention Specialist Supplemental Questionnaire

**\*QUESTION 1**

This position requires the possession of, or ability to obtain within 1 year, a State of Iowa registration as a Backflow Prevention Assembly Tester. If you already possess this certification, please provide your number and current expiration date. If you do not currently possess the required certification, please describe how you will meet the minimum requirements necessary to be eligible to obtain within 1 year of appointment.

**\*QUESTION 2**

Please describe your work experience with computer software such as Excel, Word, and database software. Include examples of how you use the software and your proficiency with each one.

**\*QUESTION 3**

Please describe your experience with the following areas (Questions 4-6). Include a description of your responsibilities, length of involvement, and when and where the experience occurred.

- I understand that I am required to provide all details listed within Question 3 for the next 3 questions.

**\*QUESTION 4**

a. Delivering high quality customer service

**\*QUESTION 5**

b. Working with and interpreting plumbing codes

**\*QUESTION 6**

c. Education in and work involving backflow prevention or cross-connection control programs.

\* Required Question