

Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Deanna McCusker, City  
Administrator



215 East Washington Street  
Washington, Iowa 52353  
(319) 653-6584 Phone  
(319) 653-5273 Fax

---

---

## **External Position Announcement**

**DATE:** May 12<sup>th</sup>, 2022  
**TITLE:** Water Plant Operator 1  
**DEPARTMENT:** Water Works / Street Lights  
**REPORTS TO:** Superintendent – Water Treatment Plant  
**FLSA:** Non-Exempt  
**STARTING SALARY:** \$18.33 per hour; plus overtime as needed/required;  
**RESPOND BY:** May 27<sup>th</sup>, 2022

### **POSITION SUMMARY:**

Under supervision of the Water Treatment Plant Superintendent, the Water Plant Operator 1 is a non-exempt position which performs manual and semi-skilled labor. Work includes; but is not limited to the operation and maintenance of all facilities, equipment, chemical handling, laboratory testing and reporting. An employee of this class may occasionally operate other equipment on a training, relief or temporary basis. This position also operates and maintains the city's traffic and street lights. Work involves the safe and efficient performance of manual tasks of more than ordinary difficulty requiring skills or special knowledge acquired through schooling and/or past experience.

The Water Plant Operator 1 work is performed under supervision and is reviewed through inspection of work while in progress and upon completion. Performs all other duties as assigned.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

Under the direct supervision of the Water Treatment Plant Supervisor the Water Plant Operator 1 maintains and operates all facilities, equipment and infrastructure; including but not limited to Operations building, well houses, storage tanks, pumps, motors, treatment units and lab equipment. Perform required laboratory testing and sampling. Fill chemical tanks; ensure that all chemical feed equipment is working properly and make repairs as required. Complete daily work orders in regards to service status to individual addresses. Assist the water billing department with reading water meters as required. Comply with IDNR and EPA standards and regulations for water quality; including but not limited to preparing all required monthly and yearly reports. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed. On-call and emergency call out is required for this position.

Must have physical ability to traverse variable terrain conditions not accessible by vehicle. Must have ability to bend, stoop, lift and carry 75 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must have ability to work for extended periods of time outdoors, occasionally under adverse weather conditions. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required.

**TYPICAL DUTIES:**

As above. Participates in the daily activities of the City of Washington's operations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

**WORKING CONDITIONS:**

Mixture of inside work and outside manual work performed under variable conditions, including occasional adverse weather. Regular lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate lifting, operation of trucks and other equipment and other moderately demanding physical activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 75 pounds.

**REQUIREMENTS:**

High school diploma or GED required, minimum experience or formal training in the treatment of potable water. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must obtain State of Iowa Grade I Water Treatment Certification within 6 months of employment. Must be insurable by the city's

insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

**DISCLAIMER:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.