



**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

POSITION: Public Works Technician – Water
Public Works Technician – Wastewater
Public Works Technician – Wastewater Lab
Public Works Lead Technician – Wastewater
Water & Wastewater Department Supervisor

JOB – BAND CLASSIFICATION: Water/WW Scale
Supervisor – W/WW/Street

Definition: To provide safe drinking water and safe river water to the City of Webster City and surrounding areas, and to fulfill the requirements of the DNR as they pertain to water and wastewater functions.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

May include, but not limited to, the following:

Step 1 -3:

- On call for 24 hours, seven days straight, every three or four weeks, responding within 45 minutes of call.
- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot, performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.
- Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Maintain, compile and update plant operations log and reports; perform and record mathematical calculations related to plant operational activities.
- Mix and add treatment chemicals; install and replace chlorine cylinder tanks; ensure adequate chemical application according to regulations and guidelines.
- Install, maintain, repair, modify, troubleshoot and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications.
- Collect and document liquid and solid samples and perform a variety of routine water quality laboratory tests; work closely with the laboratory on testing processes; monitor laboratory results; collect water samples as required by the Iowa (DNR).
- Perform general plant facility maintenance such as cleaning, painting and repairing plant facilities; perform various grounds maintenance duties as required.

- Operate a variety of heavy equipment including: loaders, forklifts, dump trucks, and truck-mounted sludge; assist in unloading chemicals as necessary.
- Coordinate construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff.
- As assigned, participate in a variety of special projects such as construction of piping, electrical, and structural systems related to assigned work area.
- Conduct tours for the general public, schools, and City staff as necessary.
- Participate in the development of goals and procedures for water or wastewater treatment activities; gather and analyze data; develop a variety of reports.
- Computer entry.
- Work with a variety of vendors, outside contractors and the general public on water or wastewater activities; answer questions and resolve conflicts.
- Maintain confidentiality of work-related issues and City information.
- Required to report to the worksite as assigned.
- Perform related duties as required.

Lead Technician – Wastewater

- All functions above.
- Responsible for ensuring preventive maintenance weekly/monthly are completed.
- Ability to troubleshoot issues and guide staff in corrective measures. Assign tasks and special projects to lower-level plant operations staff.
- Participate in establishing schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate supervisory and/or management staff; allocate resources accordingly.
- Leadership and training to lower-level plant operations staff.
- Complete monthly reports and submit to supervisor.
- Inspect and enforce city policies and programs as needed.

Supervisor – Water & Wastewater

- All functions above.
- Provide lead supervision and training to assigned personnel; assign tasks and projects to plant operations staff; train staff in appropriate treatment methods and techniques; schedule staff to ensure proper plant coverage.
- Process information, including time sheets, bill coding, etc.
- Provide direct supervision and evaluation of all Water & Wastewater personnel.
- Purchase assigned equipment and supplies for the assigned work area utilizing the City's purchasing program, approve all purchases.
- Work closely with the Engineering Tech/Project Coordinator.
- Process information, including time sheets, bill coding, etc.
- Prepares annual departmental budget including making recommendations on staffing levels, capital equipment purchases and projects.
- Compiles and submits DNR reports and various monthly reports.
- Work closely with contractors, City officials, and general public regarding Public Works areas.
- Organizes and directs emergency programs necessitated by acts of nature.
- Responsible for establishing and maintaining quality level within the Water & Wastewater Departments.
- Investigates complaints seeing them through to satisfactory resolution.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Steps 1-3: None.

Lead: Work direction of Steps 1 - 3

Supervisor: Supervision of Steps 1-4

Required Competencies:

May include, but not limited to, the following:

Steps 1 - 3

Knowledge of:

Principles and practices of water or wastewater treatment plant operations.

Operating principles of plant equipment such as valves, pumps and motors.

Methods and techniques of maintaining, repairing and troubleshooting water or wastewater plant equipment and processes.

Standard principles of the natural sciences including chemistry and biology.

Basic mathematical principles.

Laboratory analysis techniques and health standards for water or wastewater.

Operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage.

Water or wastewater treatment chemicals used within the plant and their safe use and application.

Sampling methods and techniques.

Office procedures, methods, and equipment including computers and applicable software applications.

Occupational hazards and standard safety practices and procedures.

Pertinent federal, state and local laws and regulations pertaining to water or wastewater treatment.

Ability to:

Operate and monitor water or wastewater treatment plant equipment.

Read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.

Take liquid and solid samples and perform routine laboratory tests.

Diagnose operating problems and take effective courses of action.

Prioritize job duties and functions, handle multiple assignments simultaneously.

Make independent technical decisions to maintain proper treatment process.

Maintain, research and compile pertinent records into written reports.

Perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices.

Read, interpret and understand technical manuals, drawings, blueprints, schematics, and diagrams.

Work as a team member and willing to work with all members of city staff and outside agencies.

Perform heavy manual labor.

Schedule maintenance and repair of water or wastewater treatment plants.

Use and operate self-contained breathing apparatus equipment.

Logically solve problems.

Participate in and complete safety training courses including CPR and Self-Contained Breathing apparatus (SCBA) training.

Operate office equipment including computers and supporting software applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Interact in a positive manner with commercial and industrial customers in collection of water samples, metering, and other tasks as required.

Foreman: Above, plus knowledge of supervision and training practices and processes.

Ability to make recommendations and decisions relating to mechanical and electrical issues and participate in the budgeting process.

Supervisor: Above, plus ability to effectively deal with and lead staff in addressing unresolved situations, frequent change, delays, or unexpected events.

Education, Experience & Technical Skills Required:

Step 1: High school diploma or equivalent. Must possess a current State of Iowa Drivers License along with the ability to obtain an Iowa CDL with required endorsements within 3 months of hire. Grade I license from State of Iowa within 12 months of hire.

Mechanical Skills: General use of power tools; good combination of tool skills, mechanical and electrical aptitude and ability.

Clerical Skills: Ability to use general office equipment including computers.

Step 2: Above, plus Grade 2 license from State of Iowa, at least 2 years of continuous service with the City of Webster City Water/Wastewater Department*. Grade 1 Water Distribution license also required for Water Treatment Plant employees.

Step 3: Above, plus Grade 3 license from State of Iowa at least 4 years of continuous service with the City of Webster City Water/Wastewater Department*. Grade 2 Water Distribution license also required for Water Treatment Plant employees. Extensive knowledge of maintenance and repair processes and procedures.

Lead: Above, plus Grade 4 license from State of Iowa, at least 6 years of continuous service with the City of Webster City Water/Wastewater Department*. Grade 3 Water Distribution license also required for Water Treatment Plant employees. Extensive knowledge of chemistry and bacteriology. Education may be exchanged for experience.

Supervisor: As listed above

*Individuals hired with previous education, training and/or equivalent experience may be adjusted to applicable step

Physical and Environmental Requirements:

All steps must have the ability to stand or sit up to five hours, able to lift or push 50 lbs. without assistance. Must be able to tell the differences between colors. Eyesight sufficient to read tests. Able to work in wet/damp places, climb or be in enclosed places of all types, read and write, to work with hazardous machinery and in dust and fumes. Knowledge of hazards and applicable safety precautions necessary to perform the job.

FLSA/Wage Hour Status: Non-Exempt