

FLSA STATUS	Non-exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Water Pollution Control Facility Superintendent	JOB FAMILY	Public Works
PAY GRADE	8	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
<p>This second level of the Wastewater series oversees the City’s Grade IV Activated Sludge Water Pollution Control Facility, supervising and coordinating maintenance tasks. Responsible for handling preventative maintenance and has a skill set that includes welding, electrical work, and computer proficiency. Additionally, this position should possess extensive independent knowledge and skill of plumbing, pumps, electrical, instrumentation, controls, mechanical and building trades, and supervision of technicians in the maintenance of all equipment. Through supervising, assigning and assisting maintenance technicians and other personnel, the employee maintains a constant check on equipment efficiency and maintenance records.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Directs, inspects, maintains, and participates in the maintenance of the WPCF machinery and equipment and pumping stations;
2.	Conducts performance evaluations and assists in the training of operations personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Reviews and submits timesheets to payroll. Makes hiring, termination, and disciplinary recommendations;
3.	Maintains preventative maintenance and work orders data base using the facility’s computerized maintenance management system;
4.	Maintains inventory of spare parts and for ordering of repair parts and other maintenance related equipment;
5.	Directly responsible for maintaining flood protection equipment and programmed maintenance cycles. Examples include exercising sluice gates as required, annual megger testing program;
6.	Interprets record / as-built drawings, specifications, or diagrams to help inform others.
7.	Inspects and monitors work areas, examines tools and equipment, and encourages employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules;
8.	Participates in budget preparation, coordinating purchasing and documentation and monitoring departmental expenditures to budget.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approves timecards, conducts job interviews, rewards/disciplines, etc. for regular, part-time and/or contracted employees;

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High school diploma or G.E.D. equivalent

AND

At least three (3) years maintenance and two (2) years operation experience in a Grade IV Wastewater Plant.

AND

Two (2) years of lead worker or supervisory experience required.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

Journeyman electrician license preferred

**LICENSING / SPECIAL REQUIREMENTS**

Iowa Backflow Certification

- Required within 6 months of appointment

Grade 2 Waste Water Operator Certificate

- Required within three (3) years of appointment

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Mobile Crane Operating Certification

- Must obtain within six months of employment (dependent on availability of training program)

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Knowledge of hazards and safety requirements relative to maintenance of pumps, motors, plumbing, electrical, instrumentation, controls, mechanical and building trades;
- Knowledge and background in instrumentation, controls, PLC's, telemetry, and process control software programs;
- Knowledge of the installation and set-up of Variable Frequency Drives;
- Competent use of skidloaders, vac and Jet trucks, wheel loaders, bucket and dump truck, trailer hookup and trailer use, trencher, backhoe and mobile crane truck;
- Ability to organize, supervise, schedule work, inspect and assist the work of maintenance technicians;
- Skill and care in the operations of plant equipment, pumps, machinery, buildings and grounds.
- Prioritizes and assigns work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, driving, repetitive motion, standing, pushing, pulling, grasping, feeling, talking, hearing, crawling and seeing.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, waste water, biosolids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light
- Confined Spaces including deep pits

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile
- Workplace Safety Profile

Hands-on assessment in department

Interview

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
May 2024	Updated per department feedback by BC
September 2024	Added Position Assessments by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.