



## **Public Works Water/Wastewater Utility Operator City of Norwalk, IA**

The City of Norwalk is a growing community situated within the Des Moines Metropolitan Area. The primary function of this position is to perform skilled and semi-skilled installation, maintenance, inspection, and repair of the water distribution system and wastewater collection system. Other activities may include but not be limited to municipal functions such as streets, storm sewer, parks, and building and grounds.

The successful candidate will have knowledge of public water/wastewater systems of equal or greater size of the City of Norwalk. Experience with municipal procedures involving billing, operating policies, and procedures are required. Knowledge and experience in leak detection, leak repair, distribution system preventative maintenance, and basic operations of a public distribution system are essential.

Must have High School diploma or GED, possess and maintain an acceptable Iowa Commercial Drivers License. At minimum possess an Iowa (IDNR) GRADE I Water Distribution Operators Certification. Possession of a certification of a higher level will be eligible for incentive pay. Successful applicant will be required to pass a pre-employment drug screen and physical.

Applications will be accepted until position is filled.  
EOE

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**Public Works**  
**Water/Wastewater Utility Operator**  
**City of Norwalk, Iowa**

**Job Description/Acknowledgement Form**

Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description which you are unable to perform, with or without reasonable accommodation.

**Please sign and return this acknowledgement form with your completed City of Norwalk application. Thank you.**

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Public Works**  
**Water/Wastewater Utility Operator**

**City of Norwalk, Iowa**

**Adopted Date:**

**FLSA Status:** Non - Exempt

**Job Status:** Full Time, Overtime

**Residency:** Within 30 minutes of Norwalk City Limits

**Department:** Public Works

**Reports to:** Public Works Director

**Pay Range:** Step 1-6

**Purpose of Position:**

The primary function of this position is to perform skilled and semi-skilled installation, maintenance, inspection, and repair of the water distribution system and wastewater collection system. Other activities may include but not be limited to municipal functions such as streets, storm sewer, parks, building and grounds. This position is under the general supervision of the Public Works Director.

**Essential Duties of Position - *Important job duties and responsibilities may include, but are not limited to, the following:***

- Perform installation, maintenance, inspection, and repair work on the water distribution system including water mains, service connections, meters, meter reading equipment, valves, and fire hydrants.
- Respond to emergency situations such as system breaks, including leak locating, isolation, and making needed repairs.
- Perform maintenance of the wastewater collection system including cleaning of sewer mains, responding to blocked mains, performing inspections, and documenting system failures and repairs.
- Perform maintenance and repairs to lift stations.
- Operate various pieces of equipment and tools used in the maintenance and repair of the water distribution system and wastewater collection system.
- Operate heavy equipment such as trucks, loaders, backhoes, jet/vac equipment and tractors.
- Performs locates using various methods and equipment including GPS & mapping system.
- Flush water mains and document pressures and flows when needed.
- Exercise hydrants and valves to insure proper operation.
- Perform preventative maintenance operations as needed to insure the proper operation of the water and wastewater systems.
- Perform water quality sampling as needed to meet the minimum requirements of the Iowa Department of Natural Resources.
- Perform snow removal activities as needed and assigned.
- Performs other duties as assigned.

### **Knowledge, Skills, Abilities & Requirements for the Position**

Knowledge of municipal, state and federal laws/codes and standards pertaining to public works activities. Knowledge of the methods, practices and materials used in water, sanitary sewer and storm sewer systems, and road repairs. Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs; traffic control and work zone safety. Ability to establish and maintain effective, positive working conditions within the department, other departments, and the general public. Communication, interpersonal skills, as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Minimum Training & Experience Required to Perform Essential Job Functions**

High school diploma/GED. Four years of experience in the operation of a public water/wastewater system of equal or greater size of the City of Norwalk. Experience with municipal procedures involved with billing, operating policies, and procedures. Knowledge and experience in leak detection, leak repair, distribution preventative maintenance, and basic operations of a public distribution system. Construction, utility maintenance, or related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties as those listed above. Possess a valid Iowa driver's license and Class B CDL. Tanker and air brake endorsement within 1 year. *Qualified candidates may be given up to six (6) months to secure said operators licenses.*

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements – Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:**

Walking, standing, or sitting for an extended period of time.  
Kneeling, crouching, and crawling during assigned activities  
Pushing and pulling various materials.  
Talking, hearing, seeing, and repetitive motions.  
Operating a motor vehicle and other specialized construction equipment.

#### **Work Environment – Effectively handle conditions which may involve:**

Exposure to conditions that may include dust, dirt, mud, sewage, some chemicals and electrical/fire hazards.  
Exposure to possibility of all weather elements (sun, heat, cold, rain, sleet, snow, ice, wind, etc.)  
Exposure to trip-hazards, uneven surfaces, ladders, stairways, and structural failure.  
Face potential exposure to poisonous weeds and dangerous animals and also infectious agents, such as Hepatitis B or H.I.V  
Face potential exposure to noise levels over 90 decibels.

Face potential exposure to sharp or falling objects.  
Face potential exposure to angry and difficult people while performing responsibilities of the position.  
Perform work in confined spaces or cramped body positions (i.e. manholes, intakes, ditches, etc.) Face restricted visibility conditions.  
Perform work in and around moving machinery and equipment.

## **Special Requirements**

Must possess and maintain an acceptable Iowa Commercial Drivers License. Work irregular hours, shifts, weekends, holidays, and evenings, if needed. Possess an Iowa (IDNR) GRADE I Water Distribution Operators Certification. Possession of a certification of a higher level will be eligible for incentive pay.

## **Cognitive Demands, Skills and Abilities:**

Making observations  
Reading and writing  
Observing and practicing safety in the workplace  
Answering questions  
Operating assigned equipment  
Communicating with others  
Making sound decisions and exercising good judgment  
Maintaining confidentiality  
Participate in discussions and decision making involving the distribution system  
Calculating general mathematical equations  
Interpreting and enforcing codes and procedures

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer