



POSITION DESCRIPTION

POSITION:	UTILITIES OPERATOR IV	CIVIL SERVICE:	YES
DEPARTMENT:	MUNICIPAL UTILITIES	FLSA EXEMPT:	NO
DIVISION:	MUNICIPAL UTILITIES-WATER	UNION:	AFSCME
REPORTS TO:	UTILITIES SUPERINTENDENT-WATER	PAY GRADE:	A 13

FUNCTION:

Under limited supervision, performs and participates in skilled work as related to the operations and maintenance of Municipal Utilities facilities, water distribution system, sewer collection system, oversees the day to day operations of the Utility Operators, and performs related duties as required.

SUPERVISES:

EQUIPMENT USED:

Cars, trucks, sewer cleaning equipment, pipe inspection equipment, backhoe, mini excavator, skid loader, gators, general office equipment, automatic controllers, leak detection equipment, computers, hand and power tools

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead crew in performing and directing skilled and semi-skilled operation and maintenance of the Municipal Utilities facilities, water distribution system, and sewer collection system.
- Record and interpret readings from meters, gauges, lab data, and related controls and equipment to maintain proper pumping rates, flows, and treatment processes and to make necessary operational or mechanical adjustments.
- Maintain records.
- Recognize and evaluate potential operational or mechanical problems and make corrective adjustments as necessary.
- Assist the public by listening to complaints, inquiries, and problems, and taking the appropriate actions necessary to correct them and advise superintendent when necessary.
- Perform a wide variety of customer service duties.
- Perform and direct routine maintenance and technical repairs on all operational equipment, buildings, grounds, vehicles, and appurtenances. Lead other operators in major operation and maintenance activities.
- Respond to water main breaks; water and sewer service calls; and other emergencies as directed.
- Provide locates of and contractor assistance with water and sewer lines for the One Call program.
- Perform administrative and office duties as assigned.
- Assist other city departments as necessary and as directed.
- Have operational knowledge of the City’s GIS as it relates to the Municipal Utilities Department.

- May act in the Competent Person capacity during excavations per OSHA guidelines.
 - May act in the Entry Supervisor capacity during confined space entries per OSHA guidelines.
 - Act as the division supervisor in the absence of the Utilities Superintendent.
 - May be required to sign State Monthly Operating Report (MOR) in the absence of the Water Superintendent.
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ENTRY REQUIREMENTS AND SKILLS:

- Graduation from high school or an equivalent.
 - Ability to establish and maintain effective working relationships with co-workers and the public, ability to keep accurate and legible records, and have the ability to recognize occupational hazards and follow established safety precautions.
 - Seven years combined experience in the operation and maintenance of a water distribution system, a sewer collection system, or a water treatment facility. Or possess an equivalent amount of education and experience recognized by the Iowa Department of Natural Resources. You must be a certified Grade 4 in Water Distribution. You must be a certified Grade 3 operator in Water Treatment. Shall maintain a valid commercial driver's license (CDL) issued by the State of Iowa as a condition of employment.
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WORKING CONDITIONS:

- Will be required to perform duties during off-hour emergencies, weekends, or holidays.
 - May be exposed to a variety of chemicals, noxious odors, gases, high voltage, and other potentially hazardous working conditions as well as all types of weather conditions and extremes.
 - Will be required to operate employer's vehicles and related equipment.
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PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work.
- Must be able to kneel, squat, bend, twist, climb, lie on creeper, and work over head.
- Must be able to work on equipment located over head, above or below the waistline.
- Must be able to work in wet environments.
- Must be able to climb into or out of employer's equipment.
- Must be able to remove and replace manhole covers weighing up to 80 pounds with a lever.
- Must be able to climb into and out of 24 inch openings.
- Must periodically lift and carry, for short distances, heavy objects weighing up to 75 pounds.
- Must be able to climb and descend ladders and stairs, and walk over uneven terrain.
- Must be able to lift and move items weighing up to 150 pounds with the assistance of another employee but without assistance of a portable hoist.
- Must be able to use tools weighing 30 pounds or more.