

JOB DESCRIPTION

POSITION: PUBLIC WORKS OPERATOR
DEPARTMENT: PUBLIC WORKS

REPORTS TO: DIR. OF PUBLIC WKS
FLSA STATUS: NON-EXEMPT
Hourly rate \$20-\$25

SUMMARY:

Under the general direction of the Public Works Director, is responsible for providing technical and Mechanical services to support the performance of City's street, parks, water/wastewater treatment activities and a variety of related City property Maintenance and public works duties.

EQUIPMENT USED:

Vehicles, heavy machinery, standard office equipment & other powered equipment to perform variety of job requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Supports the City's water and wastewater production, collection and treatment facilities monitoring system processes, interpreting variances, making corrections, and maintaining operational records.
- Assists with department responsibilities of providing support to contractors, professional firms and developers undertaking projects in Peosta to ensure projects proceed in a manner that is beneficial to the City.
- Perform independently or as a part of a team, a wide array of infrastructure projects
- Operates and Monitors chlorine feeding equipment, chemical injection, filters, pumps, and computerized control systems used in the processes.
- Operates, maintains, and monitors treatment, pumping equipment including wells, lift stations, etc.
- Performs daily checks of the sanitary meters, lift stations and records readings as necessary. Collect & test sewer/water samples as required by NPDES permit.
- Performs maintenance on water distribution and sewer collection systems including repairing valves and hydrants, flushing the system, cleaning manholes and other activities.
- Clean process equipment and work area(s) using shovels, brooms, hoses, brushes, etc. and other equipment as needed.
- Interpret information obtained, troubleshoot problems, and make necessary adjustments. Monitor supplies of chemicals and inventory keeping adequate supplies on hand.

- Perform routine and special project building and grounds maintenance at all City-owned facilities including the Peosta CoMMunity Centre. Assist in receiving and stocking shipments of inventories.
 - Maintain curb-stop valves, hydrants, city valves and public water lines, water mains, and related infrastructure.
 - Maintain lift station operations, recording pump hours, lubrication, interval MAIntenance, and related operations.
 - Perform utility locates on water, storm water and sewer lines.
 - Assists in inspecting the sanitary sewer system to isolate potential maintenance problems to minimize service disruption.
 - Responds to emergency sewer calls and related service calls during afterhours and on weekends.
 - Performs snow removal activities as required and assists with other public works areas.
 - Performs work as an assistant or independently.
 - Assures that all work performed in the unit meets the City's standards for customer service, accuracy, quality, and efficiency.
 - Assures that the City's MISSION, goals, and objectives are fully supported and initiated.
 - Performs other duties and responsibilities as assigned.
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MINIMUM QUALIFICATIONS:

- High school graduation or equivalent and five (5) years of experience in the operation, maintenance and/or construction and maintenance of municipal infrastructure
 - Ability and willingness to participate in Iowa Water and Wastewater Operator Certification Program (OpCert) and obtain necessary licenses to support systems within two years of employment.
 - CDL or ability to obtain a commercial driver's license issued by the State of Iowa within 60 days of hire.
 - Knowledge of substations and ability to operate and maintain them.
 - Thorough knowledge of the necessary machinery and equipment.
 - Ability to understand and work with construction plans, drawings, and diagrams.
 - Ability to work odd or unusual hours and to respond "on-call" during specified periods of time.
 - Subject to a post-offer physical, physical capacity test, drug, and alcohol screening and background check.
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REQUIRED PHYSICAL ACTIVITIES:

- Ability and dexterity to work with and make fine adjustments to small mechanical devices.
- Ability and dexterity to work in confined places.
- Ability and strength to perform all phases of operation and maintenance of

the complex and specialized equipment and machinery.

- Ability and dexterity to work in a safe and efficient manner around energized lines and equipment.
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PHYSICAL REQUIREMENTS:

- Driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, hearing, and repetitive motions.
 - Sitting approximately 5 percent of the time.
 - Sitting and using arm/leg controls 25 percent of the time.
 - Standing (but not walking) 15 percent of the time.
 - Standing and walking 55 percent of the time.
 - Frequently lifting objects up to 10 pounds.
 - Routinely lifting objects up to 50 pounds.
 - Occasionally lifting objects over 50 pounds.
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ENVIRONMENTAL CONDITIONS:

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, vibration, mechanical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions, and isolation. Ability to perform work in severe and adverse weather conditions for extended periods of time.

VISION REQUIREMENTS:

The minimum standard for use with those whose work deals largely with reading, visual inspection involving small defects, small parts, operation of machines (including inspection).

EQUAL OPPORTUNITY EMPLOYER:

The City of Peosta 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.

The City of Peosta reserves the right to change this job description at any time.