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**POSITION VACANCY  
CITY OF WATERLOO, IOWA**

**ASSISTANT DIRECTOR  
TREATMENT OPERATIONS  
WASTE MANAGEMENT SERVICES**

**SALARY** : **\$75,000-\$95,000 annualized**  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **EXCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

**GENERAL STATEMENT OF DUTIES**

Assistant Department Head position responsible for coordination and supervision of the operations and maintenance functions of the City's waste water treatment plant. The work is performed under the general direction of the Waste Management Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Directly supervises employees in operations and laboratory analyses. The position also provides direction to the maintenance and instrumentation controls divisions. Will act on behalf of Director in his absence.

**EXAMPLES OF ESSENTIAL FUNCTIONS**  
**(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Plans and directs operational oversight of the wastewater treatment facilities.
2. Develops and implements an ongoing preventive maintenance program for the wastewater treatment facilities.
3. Assists with capital improvements planning, costing and construction planning.
4. Assists Waste Management Director in ensuring all related operations and maintenance programs are in compliance with regulatory guidelines.
5. Plans, coordinates and supervises plant and laboratory employees and contractors in scheduled and emergency maintenance activities.
6. Assists in the investigation and resolution of citizen complaints regarding various departmental issues.
7. Assists with orienting new employees and solving personnel problems; approves vacation and other time-off requests and monitors use of sick leave and

other absences.

8. In coordination with other supervisors, sets up safety training programs for staff and ensures that all employees receive initial and ongoing safety training including hazardous materials, confined space entry and personal protective equipment training.
9. Performs administrative duties including assisting with budget preparation, union contract administration and personnel evaluations.
10. Acts as department director, on rotating basis with Collection Systems/Maintenance Supervisor, in absence of Waste Management Director.
11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Works independently and with others with minimum supervision.
13. Attends work regularly at the designated place and time.
14. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Waste Management Services safety rules and

regulations.

15. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of the practices, equipment, materials and methods necessary to maintain a comprehensive waste water treatment plant.
2. Ability to plan, assign, supervise and review work of subordinate employees.
3. Ability to review work logs and statistical data and present facts and findings clearly and concisely.
4. Ability to enforce rules, policies and procedures; ability to observe and enforce appropriate safety precautions.
5. Ability to understand, give and carry out written and verbal instructions.
6. Ability to discuss work related issues with the public tactfully and promptly in a clear, concise and easily understandable manner.
7. Ability to complete assigned work without direct supervision.
8. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
9. Ability to travel inside and outside in all types of weather conditions to review work sites, meet with the public and to attend meetings; will require driving to and from the destination and/or physically moving from one City facility or work site to another.
10. Ability to consult and communicate orally and in writing to read, analyze, record and interpret complex technical data, review materials on a variety of projects, present facts and findings clearly and concisely, give advice and recommendations, and respond to questions by the public, public officials, coworkers and contractors; ability to prepare written reports, complete forms and perform required record keeping.
11. Knowledge of occupational hazards and the safety precautions necessary in pollution control and plant maintenance operations.
12. Ability to work independently and with others with little or no supervision.

- 13 Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Graduation from an accredited college or university preferably with a BS in civil or environmental engineering; an alternate degree coupled with extensive municipal related management experience will be considered.
2. A minimum of five (5) preferably ten (10) years responsible professional municipal utilities experience and/or professional engineering experience related to municipal utilities infrastructure planning and development, including demonstrated administrative leadership.

#### **OR**

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
3. Must currently have or be able to obtain an Iowa Grade IV Wastewater Treatment License within one year of hire.
  4. Current Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of ten mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

## **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively with coworkers, vendors, contractors, elected officials, Federal, State and other government regulatory agencies in person or over a phone, to understand and give verbal instructions and respond to questions from the public or coworkers.
2. Sufficient personal mobility and physical reflexes that permits the employee to operate passenger vehicle (generally a pickup truck) safely in all types of weather and a variety of street conditions and to access work sites in all areas of the City.
3. Sufficient vision or other powers of observation that permits the employee to review a variety of written material, to operate a passenger vehicle and to complete regulatory reports.
4. Sufficient manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative/technical responsibilities.

## **MISCELLANEOUS**

1. Willing to comply with City of Waterloo residency policy concerning emergency response time within six month probationary period (must live within ten mile radius of Waterloo City Hall); must maintain a local telephone number.
2. The City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the job classification.
3. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.
4. Must submit to and pass oral interview(s).

## **WORK SCHEDULE**

Generally 7:00 a.m. to 4:00 p.m. Monday through Friday with one-hour unpaid lunch. Hours may vary based on flexible scheduling or needs of the department. Must be available outside of an in addition to these hours for City meetings and emergency activities that require the attendance of the Assistant Director Treatment Operations. Will be required to be on call as required by department director.

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