

Submit resume by going to www.cityofwaterlooiaowa.com, clicking on Job Vacancies, reviewing the CMOM Technician description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Friday, February 23, 2018.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

CAPACITY MANAGEMENT, OPERATION & MAINTENANCE (CMOM) TECHNICIAN

DEPARTMENT : **WASTE MANAGEMENT SERVICES**
SALARY : **\$26.60 per hour with \$1.00 increase after 6-month probation**
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **MUNICIPAL EMPLOYEES LOCAL #177**

GENERAL STATEMENT OF DUTIES

Technical position responsible for analyzing videos taken of the sanitary sewer lines to discern condition of lines, rating the sewer pipes based on their condition, entering the resulting data into a specialized computer program and making documented recommendations to the CMOM Coordinator in accordance with the City of Waterloo's Condition Assessment Program. The work is performed under the general direction of the Waste Management Services Superintendent and reporting to the CMOM Coordinator. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

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

1. Analyzes visual data and performs ratings of sewer pipes based on the physical condition of the pipes and a pipe rating system.
2. Inputs data from analysis of the pipe system into the applicable programs.
3. Supplies technical data to contracted engineering firms and other City departments.
4. Uses multiple maps to locate sewer lines for contracted engineering firms, sewer maintenance programs and other City staff.
5. Generates a schedule for systematic televising programs in compliance with the CMOM requirements.

6. Assists with updating the CMOM Manual, Hydraulic Model and Master Plan for the sanitary sewer system.
7. Works with Combination Inspector II in implementing the FOG program and assists in developing the FOG program.
8. Performs the basic functions of the CMOM Coordinator in their absence.
9. Works with department and City staff to develop public information programs.
10. May assist in answering telephone customer service calls, completing reports and servicing calls or informing supervisor of requests and inquiries.
11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software
12. Works independently and with others with minimal supervision.

15. Performs work of a repetitive nature and varied workload pace.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with OSHA, City and Waste Management Services policies, procedures, safety rules and regulations.
18. Performs all other related Waste Management Services Department duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of the sanitary sewers as it relates to appropriate physical condition and ability to visually assess and rate the condition of the sewer lines.
2. Ability to locate sewer lines as requested for sewer maintenance, engineering firms and other City departments.
3. Ability to learn City streets layout and sewer system lines
4. Ability to keep work logs and prepare notices for non-compliance with related rules and regulations.
5. Ability to present materials and information in good report form, complete forms and perform required record keeping.
6. Skilled in use of personal computer and database knowledge.
7. Ability to function with independent judgment to set up a televising schedule for sanitary sewer lines in compliance with CMOM requirements.
8. Ability to communicate orally and in writing to read, analyze, record and interpret complex technical data and computations, review materials on a variety of sewer projects, present facts and findings, give advice and recommendations and respond to questions from the public, engineers, contractors and coworkers tactfully and

promptly, in a clear, concise and easily understandable manner.

9. Ability to communicate effectively and maintain working relationships with other City employees and supervisors.
10. Ability to safely operate passenger vehicle.
11. Ability to use independent judgment to recognize and solve problems as they occur.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of a technical school or community college with an Associate of Applied Science Degree in Civil Engineering Technology or a directly equivalent degree and prefer minimum one (1) year experience in public works inspection

OR

High school graduate/GED with minimum two (2) years experience in public works inspection.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position effectively.

2. Data entry experience.
3. Prefer experience working with sanitary sewer systems.
4. Iowa 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 10 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. 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 accommodations.

1. Sufficient speech and hearing to understand and give verbal instructions and respond to questions from the public, contractors, engineers and other employees, in person, over the telephone or over a radio.
2. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, review video tapes of televised sewer lines, handle files and perform other administrative and technical duties; must be able to spend up to 8 hours a day viewing and analyzing videos of sewer lines and performing the necessary data entry.
3. Sufficient color vision and depth perception to discern pipe defects.

MISCELLANEOUS

1. The City of Waterloo reserves the right to conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.

2. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally Monday-Friday 7:00 a.m.-4:00 p.m. with one hour unpaid lunch. Must be available for department or City activities or meetings that require the attendance of the CMOM Technician.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

[Click Here to Apply](#)

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.