

Submit resume by going to [www.cityofwaterlooia.com](http://www.cityofwaterlooia.com), clicking on Job Vacancies, reviewing the Waste Water Operator 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, April 27, 2018.

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

**WASTE WATER OPERATOR**

**DEPARTMENT : WASTE MANAGEMENT SERVICES**  
**SALARY : \$25.03 per hour with \$1.00 increase after 6 month probation (2.75% increase 7/1/18)**  
**FLSA : NON-EXEMPT**  
**CIVIL SERVICE : INCLUDED**  
**BARGAINING UNIT: MUNICIPAL EMPLOYEES LOCAL #177**

**GENERAL STATEMENT OF DUTIES**

Technical position responsible for the overall operation and maintenance of the Waste Water Treatment Plant and related facilities as assigned. Will be responsible for performing operational tasks and duties to keep the wastewater plant in compliance with National Pollutant Discharge Elimination System (NPDES) permit compliance requirements. The work is performed under the general direction of the Treatment Operations Foreman and Treatment Operations Supervisor. No supervisory responsibilities.

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

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

The essential functions are performed according to Standard Operating Procedures. The procedures have been developed for the local jurisdiction based on generally accepted standards for wastewater treatment facilities.

1. Makes operational decisions and adjustments to insure compliance with NPDES permitted requirements.
2. Collects samples for routine lab testing.
3. Records and logs various operational data.
4. Monitors and trouble shoots plant equipment making operational adjustment via plant supervisory control and data acquisition (SCADA) system.
5. Reports need for major equipment repairs.
6. Lifts and carries weights up to one hundred pounds with assistance as needed.
7. Drives light and heavy-duty equipment as assigned.

8. Performs safety standby duties when others are working in confined spaces.
9. Works outside in all weather conditions; works near and around mechanical, hydraulic and electrical hazards; noise level is loud; atmosphere may contain dust, infectious waste, toxic and explosive gases or unfavorable natural ventilation; visibility might be poor and mobility limited.
10. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Waste Management Services safety rules and regulations.
11. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Understands concepts of waste water treatment and has the ability to utilize that experience to make operational decisions to maintain system compliance.
2. Ability to make simple mathematical calculations to make operational adjustments as necessary.
3. Ability to assess complex operations problems and make decisions based on standard operating procedures.

4. Ability to understand and follow oral and written directions.
5. Ability to prepare written reports, complete forms and perform required record keeping.
6. Mechanical aptitude.
7. Ability to operate utility vehicles, dump trucks and other automotive and ground maintenance equipment under all types of weather conditions.
8. Ability to work in confined spaces and at considerable heights.
9. Ability to complete daily work sheets and keep thorough operations logs and maintenance records.
10. Ability to communicate effectively and maintain working relationships with other City employees and supervisors.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/equivalent with work experience in one or more of the following.
  - (a) operations or maintenance in a water or wastewater organization;
  - (b) formal education in environmental science;
  - (c) operational or established skill in pumping or mechanical systems.

Work experience must be verifiable.

**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. Preference given to candidates with advanced education, especially those with Iowa waste water treatment certification.
2. Able to obtain State of Iowa Waste Water Operator Grade 1 Certification within 1 year of employment and Grade 2 within 3 years of employment; able to maintain

certification - failure to obtain and maintain these certifications as indicated will result in termination of employment.

3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Must be able to obtain a Class A or B Commercial Driver's License within 6-month probation. 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.
5. Must be trained regarding Permit Required Confined Space Program as required by department head

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks including but not limited to lifting and carrying up to one hundred pounds with assistance as needed or to move barrels weighing up to five hundred pounds with proper equipment.

2. Sufficient physical and mental stamina to work double shifts during flooding or other weather emergencies.
3. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers and supervisors over the telephone or a radio.
4. Sufficient personal mobility that permits the employee to operate large and small vehicles in all types of weather, move from one waste treatment facility to another and work in cramped spaces or difficult to reach areas.
5. Sufficient manual dexterity and coordination for safe operation of manual and powered equipment; ability to grasp/grip tools, switches and valves.
6. Sufficient depth perception, peripheral vision and color vision to work around machinery, operate equipment and identify indicator lights on control panels.
7. Sufficient hearing to diagnose machinery problems and to communicate with coworkers.

#### **MISCELLANEOUS**

1. Must wear personal protective equipment whenever and wherever necessary such as safety shoes, safety glasses, hardhat, hearing protection, respirator and gloves.
2. Must wear standard uniform as supplied by City
3. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within ten-mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by department head). Must maintain a local telephone number in order to be contacted during emergencies.
4. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
5. The City of Waterloo requires a physical

examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of performing the essential functions of this job classification. Failure to pass these tests will result in withdrawal of employment offer.

6. The City of Waterloo reserves the right to conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position
7. Must submit to and pass Civil Service oral examination.

#### **WORK SCHEDULE**

Scheduled shift is generally 7:00 a.m.-3:00 p.m. with a twenty-minute paid lunch and rotating weekends. Subject to emergency call or longer shifts during flooding or other emergency conditions.

#### **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.**

**WASTE WATER OPERATOR DESCRIPTION 18 March 2018**