

Urbandale Water Utility

Job Description

Job Title: Backflow Administrator
Department: Water Operations
Date: August 2024
Salary Range: \$57,021 – \$85,533

Summary Description

Under the supervision of the Operations Supervisor, coordinates the Utility's Backflow Prevention/Cross Connection Control Program. This includes installation inspections to protect the Utility's public water supply from contamination; implementing and enforcing Cross Connection surveys; providing information and assistance to others as needed; maintaining records and documentation. The successful candidate should have effective communication skills with contractors, customers, and staff.

Routine Job Duties/Responsibilities

- Coordinates Backflow/Cross Connection Program
- Works directly with an on-line management firm to manage backflow accounts
- Maintains, coordinates, updates and administers the Hydrant Meter rental program and Safety Data Sheets (SDS) for the utility
- Participates in the on-call rotation that provides 24 hr. coverage of all water distribution components and facilities
- Imports, exports, and converts data from various formats and sources for use in related systems and utility processes

Periodic Job Duties/Responsibilities

- Perform other job duties that may include locating, water sample collection, meter installation and water main breaks. Additional duties may be required to maintain effective and efficient operations of the Utility
- Assist in the maintenance of buildings, grounds and property
- Operate various vehicles and other equipment in a safe manner
- Perform normal service and maintenance of vehicles and equipment
- Occasionally work in confined spaces
- Attend safety meetings and continuing education classes, follow all Utility and department safety policies and procedures
- Establish and maintain effective working relationships with supervisors, co-workers and other Utility employees

- Perform additional duties as required to maintain effective and efficient operations of the Utility

Education/Experience

- High School Diploma or equivalent
- Two years of municipal water or backflow experience preferred

Skills

- Ability to prioritize, schedule and route daily work
- Ability to record and maintain accurate records
- Ability to perform manual duties requiring mechanical aptitude and dexterity
- Ability to communicate and use interpersonal skills to interact with co-workers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work direction
- Ability to take initiative
- Proficiency with PC's and computer software and applications, including Microsoft Outlook, Word, Excel, Power Point and Adobe Acrobat.
- Accurate mathematical skills
- Effective oral and written communication skills
- Ability to pass a preemployment drug test, physical capacity test and criminal and driving background check

Knowledge

- Must possess sound judgment, problem solving, and decision-making abilities
- Must have basic plumbing knowledge
- Must be able to understand and administrate the Urbandale Water Utility Rules and Regulations related to water service and backflow prevention
- Must be able to work efficiently with minimal supervision and take initiative

Licenses

- Must possess a valid Iowa driver's license with a good driving record and obtain a valid Iowa Class B Commercial Driver's License (CDL) with air brake endorsement between 6 and 12 months of the hire date
- Obtain a State of Iowa Grade 1 Water Distribution Operators Certification within one year after date of hire
- Obtain an Iowa Department of Public Health Backflow Assembly Tester Certification within one year of hire

Working Conditions

- Frequently works in a variety of environments such as office, construction sites, and roadways and should expect exposure to typical Iowa weather

- Endures long periods of sitting, standing and walking over uneven terrain
- Required to maintain regular attendance and punctuality.
- Ability to handle and lift up to 75 lbs.
- Must have the physical ability to perform all duties
- Maintains a safe working environment
- Utilize appropriate PPE when necessary

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.