

Employer Name: Park View Water & Sanitary District Position/Title: Asst. Operations Manager
Job Location: 12A Grove Road, Eldridge
Recruitment Closing Date: 9-23-24

Due to moving, the Park View Water & Sanitary District (District) is interviewing for a full-time water/sewer utility Assistant Operations Manager. Must be within a reasonable distance, or be willing to relocate.

POSITION PURPOSE: Under limited/general supervision of the Operations Manager, this position performs any combination of labor, equipment operation, semi-skilled building and mechanical trade work providing operation, maintenance and repair of newly constructed physical facilities and equipment of the District Water Treatment Plant, Water Distribution System, Waste Water Lagoon (SAGR), and Sewer Collection Systems consistent with EPA and IDNR requirements and standards. Provides ongoing customer service functions relating to the effective operation of the water distribution and sewer collection systems. Includes On Call duties, and occasional non-scheduled, after regular hours, responses related to the District utilities, facilities and properties.

ESSENTIAL FUNCTIONS: (The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the positions.) Maintains water hydrants and valves of the water distribution system; Conducts unidirectional hydrant flushing; May assist in necessary repairs to water system; Performs on-call duties checking system on scheduled weekends; Performs emergency duties; Responds to after-hour calls; Operates Jetter truck, New Holland tractor/mower, trimmer to maintain system, structures, roads, snow removal as necessary; Services vehicles/equipment as able and necessary; Uses various hand tools; Installs/reads meters, Disconnects services as needed; Exercises and measures/maps valves and hydrants; Prepares written records; Logs work records; Utilizes software applications such as spreadsheets and word processing to log activities and prepare reports; Works with contractors to ensure proper/approved materials usage and installation; Collects water samples and conducts pressure tests and flushes; Locates water mains and services; Coordinates maintenance work on water/waste water treatment plant equipment and grounds per required frequencies; Follows/adjusts the operation and maintenance schedule as needed; Inspects water/waste water treatment plant equipment and facilities to capture needed repairs; Maintains a spare parts inventory; Monitors chemical/reagent supplies for restocking; Contacts technical representatives, equipment vendors and suppliers; Solicits bids and purchases supplies and equipment as needed; Participates in safety programs, activities and training. May perform routine or emergent electrical switching operation to facilitate maintenance, plant shutdown and restart by generator, in the event of power outage or due to local energy compliance; Monitors/ensures adequate diesel volumes for emergency generators; Schedules and evaluates maintenance activities for the sewer collection system; Assists in cleaning the sanitary sewer and removing blockages using jet truck, televising equipment, acoustic sounder and other tools and techniques; Meets with utilities, contractors and general public locating utilities; Assists in cleaning and maintenance of wet wells and dry wells at the Wastewater treatment plant and lift stations; Operates equipment to capture and collect waste water samples and submits to lab for analysis; Checks system daily, performing/documenting water/waste water analysis; Performs general cleaning of buildings; Performs all other related duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS: Education, Training & Experience: High school diploma required and three years of construction and mechanical maintenance experience. Ability to obtain the following Iowa Department of Natural Resources Certificates: Grade II Water Treatment Plant Operators Certificate, Grade II Waste Water Treatment Plant Operator's Certificate. Valid drivers license w/good driving history; ability to obtain valid CDL. CPR and First Aid certified preferred.

KNOWLEDGE, ABILITY, & SKILL: Knowledge: Knowledge of general practices for construction, maintenance and repair of municipal infrastructure, facilities, building and grounds. Knowledge of the principals and practices used in the repair, maintenance and construction of water and sewer mains, valves, hydrants, pumps, meters and other components of the water treatment and distribution system. Knowledge of the laboratory procedures utilized to determine conformance of raw and treated water/wastewater and by-products to prescribed standards. Knowledge of mapping, site location, computer entry, surveying and associated data collection and reporting functions. Knowledge of the principles and practices used in the fields of chemistry, bacteriology, mathematics and related sciences. Knowledge of the occupational safety hazards, chemicals, etc., involved in plant operations and safety precautions. Knowledge of the operating characteristics of heavy and specialized equipment, potential hazards and safety practices. Knowledge of basic electricity and use of troubleshooting equipment (voltmeter, amp meter).

ABILITY: Ability to read and interpret technical information from meters, gauges and charts relating to the operating status of plant equipment and systems and take corrective action. Ability to understand and communicate written and verbal instructions and maintain effective working relationships with employees, peers and the public. Ability to use computer and prescribed software in data collection and reporting activities. Ability to use hand and power tools associated with the building and related mechanical maintenance trades e.g. plumbing, electrical, carpentry. Ability to operate numerous hand tools, power tools and assorted heavy equipment including jetter and tractor Ability to operate modern personal computer. Ability to prioritize, multi-task, and complete work assignments accurately and on time. Ability to work independently as well as on a team. Ability to develop and maintain effective working relationships with staff, other District personnel and the general public.

SKILL: Skill in the operation of Utility equipment including heavy equipment. Abilities in basic carpentry, construction, mechanical maintenance (including plumbing & electrical). Able to operate personal computer with Microsoft Office.

ENVIRONMENT: Primarily outside work involving frequent standing and walking. Consistent outdoor work is required, including walking on uneven grass surfaces, exposure to dust and dirt, and subjection to different weather conditions including wind, heat, rain and snow. Exposure to noise from equipment. Work in confined spaces sometimes below grade. Frequently exposed to wet and/or humid conditions, toxic chemicals. Operate light truck, heavy truck, and other pieces of light and heavy equipment.

PHYSICAL REQUIREMENTS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions) Work involves lifting, pushing, pulling, carrying heavy objects and materials used in utility maintenance and construction tasks 50 lbs. or more, and intermittent periods of sustained physical activity involving climbing, lifting, shoveling, crawling, bending, stooping, crouching. Very good mobility and physical condition required. Required clarity of vision 20 feet or more, good depth perception and field of vision

in order to operate various kinds of public works motorized equipment as well as eye/hand/foot coordination, manual and finger dexterity, acceptable hearing and related cognitive abilities.

BENEFITS: A generous wage & benefits package includes IPERS retirement, Health Reimbursement Account (monthly: \$512.50/single, \$1,037.50/married), paid vacation/discretionary time, paid holidays.

Equal Opportunity Employer. Please send cover letter, complete resume, contact information and professional references to: Park View Water & Sanitary District, Attn: Brent, P.O. Box 165, Eldridge, Ia. 52748 or email to OperationsManager@ParkViewWater.com.

Website: <https://www.parkviewwater.com>