

POSITION DESCRIPTION WATERLOO WATER WORKS

Approved by the Board of Trustees: May 19, 2021

Position Title: Pumping Station Operator-Swing Shift
Immediate Supervisor: Pumping Station Foreperson

BASIC FUNCTION

Performs work related to the operation and maintenance of the pumping station, water supply wells, water towers, and 3rd street reservoir. Performs Distribution Department duties as assigned.

SPECIFIC RESPONSIBILITIES

1. Fills all three Pumping Station Shifts as assigned, and performs duties and responsibilities associated with those shifts.
2. Fills in for operators absences on shifts where needed and performs duties and responsibilities associated with that shift.
3. As assigned, works in Distribution Department, performing all duties of Combination Worker.
4. Handles water quality concerns and other calls made by the public.
5. Calls out StandBy and OnCall personnel as needed.
6. Acts as water works dispatcher in emergency situations.
7. Must maintain good driving skills in city traffic.
8. Must perform duties in a safe and conscientious manner.
9. Climbing the water towers semiannually and as necessary.
10. Performs other related duties as assigned.

RELATIONSHIPS AND CONTACTS

Internal Relationships:

1. Has daily contact with Pumping Station Foreperson.
2. Has daily contact with Water Production Manager.
3. Has frequent contact with Distribution Department Manager.
4. Has frequent contact with distribution, meter room, and office personnel.

External Relationships:

1. Has frequent contact with the general public.
2. Has frequent contact with contract laboratory personnel.

DIMENSIONS

Staff: Has no immediate subordinates.

Spending Authority: Has no direct spending authority.

BASIC QUALIFICATIONS

1. Must have a working knowledge of basic water chemistry, applied mathematics, biological concepts, hydraulics, chlorine, fluoride, electricity, and safety as related to the Waterloo water system.
2. Must have a basic knowledge of the computer and SCADA system at the pumping station.
3. Must meet the requirements of the Distribution Department Combination Worker Position Description.
4. Should be able to make decisions in regard to after hours telephone calls.
5. Able to communicate with the public in a courteous manner.
6. Must possess and maintain a valid Iowa Driver's License.
7. Current Swing Shift Pumping Station operators, as of May 19, 2021 are required to maintain a minimum of their current water treatment and distribution certificates at their current levels.
8. Swing Shift Pumping Station operators appointed after May 19, 2021 must obtain within 18 months after appointment, and maintain, a Grade I Water Treatment Operator Certificate and a Grade I Water Distribution Operator Certificate.
9. Swing Shift Pumping Station operators appointed after May 19, 2021 must obtain within 48 months after appointment, and maintain, a Grade II Water Treatment Operator Certificate and a Grade II Water Distribution Certificate.
10. Ability to combine information to complete daily reports.
11. Neat appearance is desirable.
12. Working knowledge of all shifts.
13. Adequate physical condition to perform required tasks.

AMOUNT OF FORMAL EDUCATION:

1. High school diploma or GED required.
2. Must have the ability to learn on the job.

ADVERSE WORKING CONDITIONS

1. Working with chlorine and fluoride.
2. Climbing the water towers semiannually and as necessary.
3. Subject to working in extreme weather conditions.