

**CITY OF OSCEOLA  
JOB DESCRIPTION  
PUBLIC WORKS EMPLOYEE**

<b>Name:</b>	Multiple Employees	<b>Department:</b>	Wastewater
<b>Title:</b>	Plant Operator (Grades 1-4)	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	November 21, 2023	<b>Reports to:</b>	Superintendent

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**PURPOSE OF POSITION**

Under general supervision, performs a variety of skilled trades, equipment operation and ongoing problem solving tasks directly related to the operation, maintenance and repair of the physical facilities, equipment and related support systems used in the municipal wastewater collection, treatment and distribution systems to ensure compliance with IDNR standards.

**PUBLIC WORKS EMPLOYEE**

This employee may be asked to work in any department within the city at any time. They may also be asked to get different licenses for the different departments within the city of Osceola.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are typical for this kind and level of position. They are not to be construed as exclusive or all inclusive. Other job related duties generally associated with this position may be assigned and required.**

Operates and maintains the equipment and machinery used in wastewater collection, treatment and disposal activities; controls flow and processing of wastewater, sludge and effluents; cleaning of the collection systems, inspects equipment such as pumps, sediment tanks, filters and chlorinators to detect malfunctions and take corrective action.

**Must be available 24/7 for emergency calls and must be within 30 minutes from plant.**

Collects, prepares and records wastewater/water samples from plant and industry to ensure compliance with regulatory/permit requirements.

Reads and records data required meters on lift station pumps and other equipment; pumps sludge, cleans bar screens; empties containers; oils, greases and repairs or replaces parts.

Operates jet truck to flush sewer lines; checks manholes to determine need for cleaning and/or repair. Operates sludge truck to load, haul and dispose of sludge in pre-determined areas.

Maintains buildings and grounds in such tasks as snow removal, mowing, trimming trees and brush, fence and water gap maintenance.

Attends workshops and seminars to keep abreast of governmental regulations, IDNR, EPA and related proposals which impact on the municipal wastewater system.

#### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO PERFORM THE ESSENTIAL DUTIES OF THE POSITION**

Graduation from high school or GED equivalency and prior “hands-on” experience in any job related mechanical/construction trade. Possession of Grade 1 Wastewater Treatment Operator’s license issued by Iowa Department of Natural Resources **within one year from date of hiring**. Possession of Grade 2 Wastewater Treatment Operator’s license issued by Iowa Department of Natural Resources **within two years from acquiring Grade 1**. State of Iowa Motor Vehicle Operator’s license (CDL Class B, with Air Brakes and Tanker Endorsement **within 30 days**).

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL DUTIES**

### **Physical requirements**

Work requires frequent standing, walking, use of hands to finger, handle or feel, reach with hands and arms, climb steps and work stations, stoop, kneel, crouch or crawl in checking/maintaining equipment, **confined space entry (into manholes)**, regularly lift objects weighing up to 50 lbs and occasionally over 100 pounds. Close vision (20" or less) and distance vision (20' or more), color, peripheral and depth perception. Ability to receive and communicate basic and technical information. Ability to operate various equipment used in the plant including, but not limited to, jet and sludge trucks, lawn mowers and tractors, computer skills, welding torch, switches, pumps and other electrical/mechanical equipment.

### **Cognitive demands**

Requires the ability to quickly learn the characteristics of the physical plant and equipment used in the operation of the wastewater collection, processing and distribution; the ability to solve practical and technical problems encountered and provide program information regarding current procedures. Requires the ability to apply accepted mathematical skills and principles involving basic algebra and geometry.

### **Language Ability and Interpersonal Communication**

Requires the capacity to transmit information in the English language in both verbal and written form. Ability to listen to complaints and concerns of the public and provide rational explanations for day-to-day problems encountered. Ability to work effectively with contractors, suppliers, staff and governmental officials in ongoing operations. Ability to read, analyze and interpret general procedures, governmental regulations and related technical materials.

### **Environmental Adaptability**

Both inside and outside work performed within and outside the physical plant. Work is subject to exposure to noise, vibration, fumes, odors and gasses and related undesirable elements. Regular exposure to wet or humid conditions, moving parts, electrical shock. Occasionally exposed to toxic or caustic chemicals.

**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily and exhaustive list of the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of this position, the Employer reserves the management right to revise the functions and duties of the position, or to require that additional or different work tasks be performed as conditions warrant. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee. I have the right to end my employment at any time and for any reason, and the Employer has a similar right.**

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**Employee’s signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

**The City of Osceola is an Equal opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the Employer.**