

CITY OF McCallsburg

POSITION DESCRIPTION

The City of McCallsburg is looking for an Independent Contractor for Water/Wastewater Affidavit Operator. McCallsburg City Council is looking to fill this position right away. Please send your proposal for this position to the City Hall at 425 Main Street McCallsburg, IA 50154 or by email to mcburg@netins.net by June 7th, 2021

Option 1:

TITLE: Independent Contractor for Water / Wastewater Affidavit Operator

DEPARTMENT: Public Works

JOB FUNCTIONS: Responsible to operate, maintain, test and upgrade, as needed, all facets of the city water, wastewater operations.

JOB RESPONSIBILITIES:

Essential Task: The incumbent in this position has the responsibility for determining priority of all tasks listed subject to the direction of the Mayor and City Council. The incumbent in this position has the responsibility for performing, scheduling and training to complete all listed essential tasks.

Water:

1. Read and record total system water meter to determine daily use in gallons, Report results to proper authorities, and City Council.
2. Test water for chlorine, fluoride, iron, nitrates and any other element's levels as required by permit; maintain records of all testing. Report all results to proper authorities and City Council.
3. Locate, arrange for repair and or/ replacement of water mains and services lines as needed, with council approval.
4. Complete and file monthly and annual water reports to regulator authorities as required, and City Council.
5. Maintain water maps.
6. Certifications through the DNR and provided proof annually of Grade I Water Distribution Certification.

Wastewater/ Sewer:

1. Operate and maintain the Wastewater Treatment Facility Wastewater Lagoon.
2. Record measurement (depth) of lagoons.
3. Collect and submit sewer samples for testing as required by permit and State Law and maintain records of all testing and provided copies to council.
4. Inspect lift stations as necessary, check flowchart and record usage.
5. Locate, and arrange for repair and/or replacement of sewer mains and manholes as needed, with council approval.
6. Keep Lagoon banks completely free of grass.
7. Arrange to have the pumps and any equipment in the sanitary sewer system inspected and serviced as needed.
8. Spray weeds when needed.
9. Oversee construction and maintenance of the sanitary sewer system with council approval.
10. Varmint control at Lagoon.
11. Maintain sewer maps.

12. Certifications through the DNR and provide proof annually of Grade 1 I or L (Lagoon) Wastewater Certification
13. Complete wastewater reports as needed or required and provide copies to council.

Equipment:

1. Operate all City equipment on appropriate applications as needed.
2. Arrange for the rental of equipment as needed.

Miscellaneous:

1. Dispose of dead animals and other disposable items as needed.
2. Ensure compliance with OSHA and other safety regulations including postings, equipment use, and procedures.
3. Order parts and supplies for projects as needed.
4. Attend all Council meetings, as required to report activities, answer questions and obtain approval for projects and purchases.
5. Assist in annual inventory of supplies.
6. Complete other duties as assigned by the City Council as time permits.
7. Complete monthly operating reports for water and wastewater and submit to Iowa DNR provide copies to council.

CONTACTS: The incumbent in this position makes frequent contact with City Clerk to exchange and interpret information. Also makes frequent contact with Mayor and City Council to exchange and interpret information and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED: Tractor, truck, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required.
- B. Driver’s License - Must have a valid Iowa Driver’s License
- C. Must provide proof of Insurance.
- D. Certifications – Must have Grade I Water Distribution Certifications, through the Iowa DNR. Grade 1 I or L (Lagoon) Wastewater Certification through the Iowa DNR. Must be an Affidavit Operator.
- E. Must participate in and be able to pass a drug and alcohol screening. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- F. Experience – Experience operating wastewater systems required. Experience testing municipal water required. Some experience in heavy equipment, grounds maintenance, or related areas preferred.
- G. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance

related projects in the City; should have broad knowledge of City operations from maintenance perspective.

H. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.

I. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an independent contractor to those duties listed. The employee is expected to follow any other reasonable duties requested by City Council. The level of involvement may vary based on need and individual capabilities.