

Functional Job Description

Employer: CITY OF HAWARDEN
Facility/Location:
Job Title: Water/Wastewater Operator
Meter Reader

ID Number:
Shift: 8 hours

Job Summary: Under the direction of the water/wastewater foreman, has responsibility for construction, maintenance, and repair of Hawarden Municipal Utilities water/wastewater facilities.

Essential Functions

Water Utility

1. Knowledge of and demonstrated ability to conduct daily/weekly/monthly monitoring and testing of water as required in state operating permit, training toward obtaining state certification of Grade II treatment and Grade I distribution licenses.
2. Knowledge of and demonstrated ability to complete record keeping and legal notifications to customers.
3. General construction, operation, maintenance, and repair of Hawarden Municipal Utilities water treatment and distribution systems.
4. Other duties as assigned in other departments.

Wastewater Utility

5. Knowledge of daily/weekly/monthly monitoring and testing of wastewater as required in NPDES permit, training toward obtaining state certification of Wastewater Grade III license.
6. Knowledge of demonstrated ability to complete record keeping and legal notifications to customers, general construction, operation, maintenance, and repair of Hawarden Municipal Utilities wastewater treatment and collection systems.
7. Other duties as assigned in other departments.

Meter Reader

8. Read meters once a month. Complete any utility in and outs. Post late payments and shut off utilities as needed.

Physical Demands	Description	Essential Function(s)*
Standing	Stand for up to 7.5 hours per day.	1,2,3,4,5,6
Walking	Walk throughout various parks, fields, and grounds.	1,2,3,4,5,6
Sitting	Sit for up to 1 hour at a time to drive or operate equipment.	1,2,3,4,5,6
Lifting	Lift up to 70-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.	1,2,3,4,5,6
Carrying	Carry various equipment weighing up to 70 pounds up to 50 feet at a time.	1,2,3,4,5,6
Pushing	Push up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6
Pulling	Pull up to 60 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6
Climbing	Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles and utilize ladders and step stools.	1,2,3,4,5,6

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Bending	Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6
Reaching	Bend and reach from 0 inches to 75 inches with up to 25-inch forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,2,3,4,5,6
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,2,3,4,5,6
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.	1,2,3,4,5,6
Above-Shoulder Work	Lift up to 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure part, change light bulbs, etc.	1,2,3,4,5,6
Hand Coordination	Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.	1,2,3,4,5,6

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high-voltage power lines.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 30 feet.
Noise	Various equipment such as boring equipment, vacuum, landscaping equipment, etc.
Chemicals	Various toxic or caustic chemicals.

Knowledge, Skills, and Abilities

- Working knowledge and demonstrated ability in the methods, operation and use of vehicles, tools, equipment, machinery, and materials needed to perform operations and maintenance of public works and utilities.
- Ability to perform heavy manual labor such as: lift and carry heavy objects, crawl, stand, bend, reach, climb ladders and manipulate tools and objects requiring manual dexterity, sometimes under adverse weather conditions.
- Working knowledge of the occupational hazards and safety precautions necessary to perform manual labor and utility maintenance work
- Ability to maintain equipment and vehicles, record information and follow preventative maintenance programs.
- Ability to communicate effectively with other City employees and the public.
- Ability to follow oral and written instructions, work independently with minimal directions, and prioritize work.

Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions, including, but not limited to leather gloves, rubber gloves and rain boots, safety glasses, hard hat, high visibility vest and lab safety equipment.

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Licenses, Certifications, and Residency Requirements

- Water and Wastewater I, Water and Wastewater II, Wastewater III certificates from State of Iowa.
- Valid Iowa driver's license and ability to obtain further vehicle certifications including a class B CDL, based on requirements of the job.
- Primary residence must be established inside City of Hawarden city limits within 90 days of hire and for the entirety of employment thereafter.

Conditions of Employment: (for example)

- Pre-employment drug screen.
- Post-offer, pre-employment physical exam.
- Background investigation.
- Hepatitis B Vaccine within 90 days of employment.
- Enroll in DOT drug and alcohol testing program.

Recommendations/Comments:

Document History

Date	Description
5/6/2021	Original onsite analysis.

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of "the reason the position exists".
• Marginal Functions	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

Please read and sign:

I have been provided a copy of this job description: _____

I have read and understand the job requirements as identified above: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):
