

Employer Name: Park View Water & Sanitary District Position/Title: Asst. Operations Manager
Job Location: 12A Grove Road, Eldridge

The Park View Water & Sanitary District (District) is interviewing for a full-time Asst. Operations Manager. Must be within a reasonable distance, or be willing to relocate. Must have a solid background/understanding of maintenance, utilizing a proactive approach to problem solving and program management.

POSITION PURPOSE: The District operations consist of an Iron/Manganese removal pressure filter water treatment plant with a Ground Storage Tank/VFD pressure sustaining High Service Pump control system. The Sanitary system consists of 4 lift stations, a 2 – cell aerated lagoon system followed by 4 (2 Primary and 2 Secondary) SAGR's, with UV disinfection. This position will require the ability to independently perform daily, weekly, monthly, and annual operational tasks to maintain compliance with Iowa Department of Natural Resources (IDNR)/EPA requirements, and provide the management/performance of the maintenance of supporting assets in doing so.

The hours of operation are 7 – 3, M-F, with shared on-call duties requiring weekend a.m. system checks when on call.

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.)

Daily: Check system stations (water treatment plant/sewer lift stations & lagoon) to identify issues and implement corrective actions; Perform daily testing per IDNR requirements (Chlorine residual, Iron, Manganese, Phosphate); Perform any necessary utility locate request markings; Perform any meter reading/disconnection requests from Office staff. Utilize Computerized Maintenance Management Systems (CMMS) for maintenance/inventory management.

Weekly: Obtain weekly water/sewer samples per IDNR requirements; Perform weekly operational requirements for asset maintenance (Lift station FOG application, basket cleaning); Weed spray or weed eating as necessary.

Monthly: Read water meters (electronic AMR); Disconnect/reconnect non-payment/repaid accounts; Perform testing per IDNR requirements.

Seasonally: Flush fire hydrants; Perform fire hydrant maintenance; Sound (acoustic) sewer system; Jet (2 person) sewer system using sounding report; Adjust SAGR Step Flow per guidelines; Install/remove UV lamps; Maintain prairie; Perform maintenance on Jetter, Tractor, vehicles as needed; Exercise watermain shutoff valves; Remove snow (shovel/snowblower/snow plow).

As Needed: Troubleshoot electrical/mechanical problems using various supporting meters/tools; Install/remove water meters; Maintain records (CMMS)/logs of work; Maintain inventory levels; Meet with customers to assist as needed; Maintain general cleaning of buildings/grounds/vehicles.

RECOMMENDED MINIMUM QUALIFICATIONS: Education, Training & Experience: High school diploma required. Proven experience in maintenance management or similar supervisory role. Strong problem-solving abilities with attention to detail. Ability to obtain the following when eligible for testing: IDNR Certificates: Grade II Water Treatment Plant Operators Certificate, Grade II Waste Water Treatment

Plant Operator's Certificate. Valid drivers license w/good driving history. CPR and First Aid certified preferred but not required.

KNOWLEDGE & ABILITY: Knowledge of 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 occupational hazards, chemicals, etc., involved in plant operations and safety precautions. Knowledge of the operating characteristics of heavy and specialized equipment and associated hazards. 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.

ENVIRONMENT: Primarily outside work involving frequent sitting, 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.) Work involves lifting, pushing, pulling, carrying heavy objects and materials of 50 lbs. or more used in utility maintenance and construction tasks, 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 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 (\$25 - \$32 depending on experience) & benefits package includes IPERS retirement, Health Insurance (Wellmark Blue Cross/Blue Shield Gold HMO), Dental & Vision, paid vacation & discretionary time, paid holidays. Incentive pay: \$0.25/hr upon obtaining of required water/wastewater certification licenses (4 possible).

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>