

**JOB DESCRIPTION  
CITY OF HUXLEY**

**DEPARTMENT: PUBLIC WORKS – POSITION: *Utility Employee II***

**NONEXEMPT FULL-TIME HOURLY POSITION | SUMMARY OF DUTIES:**

Perform work under general direction. Assist in the operation and maintenance of equipment and facilities used in the Water/Wastewater, Street, and Park Departments.

**SUPERVISES:** Employees as assigned

**REPORTS TO:** Designated  
Supervisor /Asst. Public Works  
Director/Water Superintendent

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

1. Assist in monitoring and operating of water/wastewater facilities to assure adequate processing of the waste, proper operation of equipment, and need for repairs or adjustments.
2. Collect water/wastewater samples and perform laboratory tests on samples.
3. Clean clarifiers, wet wells, filters, ground and elevated wastewater tanks, and other equipment to ensure proper unit function to meet quality treatment of water/wastewater.
4. Load, haul, and unload heavy objects and materials used in Public Works Department.
5. Notify and consult with immediate supervisor regarding Public Works activities and projects to be completed, prioritizing work items and potential problems and needs.
6. Assist in the installation of water/wastewater treatment equipment, including pumps, valves and meters and assisting in the repair of water/wastewater distribution, repairs of manholes, water/wastewater mains, curb stops/boxes, hydrants, valves/boxes, etc.
7. Completes routine custodial duties necessary for upkeep of water, wastewater, and street department buildings.
8. Perform work as assigned in all areas of the Public Works Department as assigned.
9. Perform building and grounds maintenance including painting, mowing, trimming, and minor repairs.
10. Read, record, and calculate readings of flows from pumps, control board hour meters, levels, and gauges to maintain adequate processing of water and wastewater.
11. Operate all equipment and tools in a skilled and safe manner.
12. Perform cleaning of bio-solids beds and assists with the hauling of bio-solids.
13. Perform basic construction work as needed on municipal buildings including carpentry, wiring, welding, plumbing, and painting.
14. Supervise, direct, and participate with seasonal employees in park maintenance activities including installing and repairing park and playground equipment, mowing, weed control and ball field/soccer preparation.
15. Assist in the documentation of daily logs of plant operations and work performed.
16. Perform minor repair and maintenance work including cleaning and lubricating wastewater/water treatment equipment and generators.
17. Periodically inspects and maintains lift stations to assure proper operation of equipment and upkeep of facilities.
18. Assist in investigation of and response to inquiries, questions, and complaints.
19. Assist in picking up and delivering stray or injured animals.

20. Assist other city departments as needed.
  21. Perform related duties as assigned.
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***ENTRY REQUIREMENTS AND SKILLS:***

1. Graduation from high school or an equivalent.
  2. Knowledge of the operation of mechanical and electrical equipment.
  3. Knowledge of the occupational hazards connected with water and wastewater treatment and related activities and of the necessary safety precautions.
  4. Ability to take accurate readings, to keep routine records, and to make mathematical computations.
  5. Ability to work independently and take responsibility for following previously outlined procedures.
  6. Ability to establish and maintain effective working relationships with fellow employees and the public.
  7. Ability to perform labor outdoors during inclement weather.
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***REQUIRED SPECIAL QUALIFICATIONS:***

1. Shall be able to obtain a valid class B chauffeur's license with tanker endorsement issued by the State of Iowa within 30 days of employment.
  2. Shall be able to obtain a Grade I Wastewater Operator's Certificate issued by the State of Iowa within 12 months of employment.
  3. Shall be able to obtain a Grade I Water Operator's Certificate and Grade I Water Distribution certificate issued by the State of Iowa within 15 months of employment.
  4. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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***EQUIPMENT AND TOOLS USED:***

Lab equipment, trucks, snow plows, tractors, jackhammers, air compressors, power tools, cut-off saws, and mowers. This list is a representation of the type of tools and equipment used. See department's inventory list for specific details.

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***OTHER REMARKS:***

1. Shall be generally available for off hour emergencies as well as weekend and holiday

shifts.

2. Shall be available to work various shifts and multifarious hours to accommodate needs of the water and wastewater facilities and needs of other departments.
  3. Periodically called during off hours and to come in to perform duties. Shall work some week-ends and holidays when assigned.
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**Probationary Period:** Shall serve a 90-day probationary period. At the end of such a period an evaluation shall be completed to determine the extension of employment to permanent status.

**Residency Requirements:** Employee will reside in the Ballard School District.

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**ENTRY LEVEL GRADE AND STEP:**