



**CITY OF AMES**  
invites applications for the position of:  
**WPC Plant Assistant Operator or WPC  
Plant Operator**

An Equal Opportunity Employer

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**SALARY:** \$23.71 - \$35.97 Hourly

**OPENING DATE:** 07/24/18

**CLOSING DATE:** 08/13/18 05:00 PM

**GENERAL INFORMATION:**

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for these classifications. Lists will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in these classifications. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

The City of Ames is accepting applications from qualified candidates to fill one vacancy in the Water & Pollution Control Department. Actual classification as WPC Plant Assistant Operator or WPC Plant Operator will depend on the qualifications and experience of the selected candidate. **The salary range for the WPC Plant Assistant Operator is \$23.71-27.02 per hour. The salary range for the WPC Plant Operator is \$27.02-\$35.97 per hour.** The work shift involves combinations of 8 and 12-hour days, including evening and weekend shifts on a rotating schedule.

Under close supervision, performs work involving primary responsibility for the operation of pumping stations and water pollution control plant to treat and discharge wastewater for the Ames community and wastewater service contracts; repairs and maintains operating equipment and other machinery at the water pollution control plant and related facilities; performs related work as required.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

**WPC Plant Assistant Operator:**

Performs increasingly difficult and skilled work approaching the WPC Plant Operator level as training and education progresses. Operates, inspects, repairs and maintains a wide variety of engines, pumps, motors, chemical feed equipment, and other related equipment used in wastewater treatment and sludge disposal; reads and records plant flow, pumping rates, sludge treatment results, and gas production; collects samples and analyzes for parameters as assigned; adjusts plant flow rate and digester operation to minimize variations; maintains plant operating records by making calculations and completing operating logs; observes mechanical equipment for proper operating condition and performance; replaces bearings, packing, capacitors, seals, shafts, and sleeves; performs pipe work for water and chemicals; performs welding; installs new equipment; checks to assure proper maintenance of equipment; performs maintenance on engines, motors, and related items; keeps records and makes reports; oversees the work of skilled and unskilled helpers; attends or provides training as required; provides customer service as needed. Consults with and receives approval from supervisor(s) before making process changes such as Solids Retention Time, Equalization Basin Return Rates, Supernatant Return Flow, and Plant Flow Modes.

**WPC Plant Operator:**

Operates, inspects, repairs and maintains a wide variety of engines, pumps, motors, chemical feed equipment, and other related equipment used in wastewater treatment and sludge disposal; reads and records plant flow, pumping rates, sludge treatment results, and gas production; collects samples and analyzes for parameters as assigned; adjusts plant flow rate and digester operation to minimize variations; maintains plant operating records by making calculations and completing operating logs; observes mechanical equipment for proper operating condition and performance; replaces bearings, packing, capacitors, seals, shafts, and sleeves; performs pipe work for water and chemicals; performs welding; installs new equipment; checks to assure proper maintenance of equipment; performs maintenance on engines, motors, and related items; keeps records and makes reports; oversees the work of skilled and

unskilled helpers; attends or provides training as required; provides customer service as needed.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: Performs custodial duties of assigned shift; guides or assists in guiding individuals or groups of visitors around the plant; performs extra operating, sampling, and laboratory duties in connection with special plant or research projects.

### **QUALIFICATIONS:**

#### **WPC Plant Assistant Operator:**

Education and Experience: Successful completion of high school or GED. Two years of experience with mechanical equipment maintenance and repair or an equivalent combination of education and experience in, or related to, the field of wastewater treatment. Licenses and Certificates: Valid Iowa Driver's License. Valid State of Iowa Grade I Water Pollution Control Plant Operator's License within 8 months of employment. Completion of a minimum of 21 CEU's of post high school education directly related to the operation of water pollution control plants within 24 months of employment. Valid State of Iowa Grade II Water Pollution Control Plant Operator's License within 8 months of being eligible for the exam and no later than 38 months of appointment. Appointment to the position of Water Pollution Control Plant Operator will be made upon attainment of a valid State of Iowa Grade II Water Pollution Control Plant Operator's License. Failure to achieve required certification or training by date specified could lead to possible termination.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: Extensive training will be arranged so that the employee will attain considerable knowledge of safe working practices in a water pollution control facility; training will also be arranged so that the employee will attain the ability to understand the significance of laboratory results, the ability to understand the nature and seriousness of system malfunctions and to take remedial action, and skill in the maintenance and repair of mechanical and water pollution control plant equipment; considerable knowledge of wastewater treatment and solids handling processes, and operations; considerable knowledge of biochemical and bacterial functions and relationships and the effect of temperature and concentration; knowledge of overall wastewater utility operation; knowledge of the practices and techniques used in wastewater and solids treatment; knowledge of basic maintenance equipment and practices; knowledge of lubrication, maintenance, and servicing of pumps and plant equipment; knowledge of laws and regulations related to water pollution control plant operations; knowledge of computer systems and applications software; knowledge of the operation and maintenance of utility plant operating equipment, low-pressure boilers, clarifiers, filters, digesters, pumps, and auxiliary equipment; knowledge of the principals of hydraulics, electricity, combustion, and standard safety practices.

#### **WPC Plant Operator:**

Education and Experience: Successful completion of high school or GED; and at least three years experience in operating and maintaining a mechanical water pollution control facility; or an equivalent combination of education and experience. Licenses and Certificates: Valid Iowa Driver's License. Valid State of Iowa Grade II Water Pollution Control Plant Operator's License.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: Considerable knowledge of safe working practices in a water pollution control facility; considerable knowledge of wastewater treatment and solids handling processes, and operations; considerable knowledge of biochemical and bacterial functions and relationships and the effect of temperature and concentration; knowledge of overall wastewater utility operation; knowledge of the practices and techniques used in wastewater and solids treatment; knowledge of basic maintenance equipment and practices; knowledge of lubrication, maintenance, and servicing of pumps and plant equipment; knowledge of laws and regulations related to water pollution control plant operations; knowledge of computer systems and applications software; knowledge of the operation and maintenance of utility plant operating equipment, low-pressure boilers, clarifiers, filters, digesters, pumps,

and auxiliary equipment; knowledge of the principals of hydraulics, electricity, combustion, and standard safety practices.

Skill in the maintenance and repair of mechanical and water pollution control plant equipment.

Ability to read and record data from gauges and meters accurately; ability to make mathematical computations and interpret data; ability to understand the significance of laboratory results; ability to understand the nature and seriousness of system malfunctions and to take remedial action; ability to work alone on an operating shift and to take responsibility for previously outlined procedures; ability to work under adverse conditions including exposure to extreme weather; ability to act quickly and calmly in emergency situations on an individual basis; ability to establish and maintain effective working relationships with fellow employees and the general public.

NOTE: Preference may be given to applicants possessing qualifications above the minimum.

**SUPPLEMENTAL INFORMATION:**

**Physical and Environmental Characteristics:**

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, and repetitive motions.

General Physical Characteristics Work involves sitting approximately 20 percent of the time, standing (but not walking) five percent of the time; standing and walking 75 percent of the time; heavy work requiring the exertion of up to 100 pounds of force occasionally, 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Environmental Conditions: The work is performed inside or outside and includes being exposed to cold, heat, noise, mechanical and electrical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, oils, and working in isolation.

**Residency Requirement:**

Within three months of completion of probationary period, the candidate must live in an area bordered by the Boone and Story County lines on the north and south, State Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included.

**Selection Process:**

The selection process will consist of an evaluation of education and experience, written exam and oral board interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**Candidates meeting the minimum qualifications in the application form will be invited to participate in the written exam which will be held in the City of Ames.** Candidates are responsible for their own transportation and lodging costs to attend the exam.

The Civil Service Score will be determined by the oral board interview.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. For additional information regarding acceptable

documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.cityofames.org/jobs>

Job #18-5212-5213-01  
WPC PLANT ASSISTANT OPERATOR OR WPC PLANT  
OPERATOR  
SP

OUR OFFICE IS LOCATED AT:  
515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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## WPC Plant Assistant Operator or WPC Plant Operator Supplemental Questionnaire

- \* 1. Are you a current City of Ames employee?  
 Yes  No
- \* 2. Do you have a high school diploma or GED?  
 Yes  
 No
- \* 3. Please indicate your highest level of education achieved.  
 High School diploma or GED  
 Some college course work  
 Associate's degree  
 Bachelor's degree  
 Education beyond Bachelor's degree
- \* 4. Is your post high school education in one of these fields: chemistry, microbiology, biology, math, engineering, wastewater, or any other curriculum specific to wastewater plant operation?  
 Yes  No
- \* 5. Please indicate any Iowa wastewater certification level you currently have or are eligible to take within 6 months.  
 None  
 Grade 1  
 Grade 2  
 Grade 3  
 Grade 4
- \* 6. How many years of experience do you have in operating and maintaining a mechanical water pollution control facility?  
 None  
 Less than 1 year  
 1-2 years  
 3 years or more
7. Describe any work experience you have in operating and maintaining a water pollution control plant.
- \* 8. How many years of experience do you have with the maintenance and repair of mechanical equipment?  
 None  
 Less than 1 year  
 1-2 years  
 3 years or more
9. Describe any work experience you have with the maintenance and repair of mechanical equipment.
- \* Required Question