



City of Independence
331 1st Street East
Independence, Iowa 50644

APPLICANT CHECKLIST

APPLICANT INFORMATION

Name:	Date:
Position Applying For: Waste Water Treatment Operator	

APPLICANT INSTRUCTIONS

The City of Independence is an Equal Opportunity Employer, M/F/Disability/Veteran. The Waste Water Treatment Plant is currently recruiting for the position of full-time Waste Water Treatment Operator. You are being provided with application materials in consideration of employment with the City of Independence. Please review the *Notice of Job Opening* and complete the application and read the Job Description ensuring that you sign and date both. All application materials must be completed and submitted in order to be considered for this position.

DOCUMENTATION TO BE COMPLETED AND RETURNED BY THE APPLICATION DEADLINE

<input type="checkbox"/> Application	<input type="checkbox"/> Job Description	
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ADDITIONAL INSTRUCTIONS

The application deadline is open until filled. All applications will be considered and reviewed. Applicants that are most qualified will be selected to continue in the next phase of the interview process. Any applicant that previously applied for the Water/Waste Water Treatment Superintendent position, and is interested in this position may be considered as an applicant provided that notice is given to City Hall. Please do not contact us, you will be notified either way whether you will continue in the interview process or not. We appreciate your interest in employment with the City and wish you the best in your future endeavors.

Date Received: _____
 Time: _____
 Taken By: _____



Application for Employment

An Equal Opportunity Employer

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a medical condition or disability.

Date: _____

PERSONAL INFORMATION:

Name: _____
Last
First
Middle

Present Address: _____

Permanent Address: _____

Telephone: _____ Driver's License Number: _____

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No (A conviction record will not necessarily be a bar to employment; the circumstances will be considered.) If yes, please explain: _____

Have you ever been in the Armed Services? Yes No If yes, which Branch? _____

EMPLOYMENT DESIRED:

Position: _____ Possible Start Date: _____

Full time only _____ Part time only _____ Full time or part time _____ Temporary/Seasonal _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Ever applied to the City of Independence before? Yes No If so, which department? _____ When? _____

Will you work overtime if needed? Yes No

EDUCATION:

School Level	Name & Location	No. of Years	Did you Graduate?	Course of Study
Grammar School				
High School				
College				
Other				

List other special training that may pertain to this position: _____

If the job requires completion of specific course of training, indicate that which you have completed: _____

If the job requires the operation of specific machinery or specific skills, list those at which you are competent: _____

Have you used various types of office equipment? If so, please list: _____

FORMER EMPLOYERS: (please list the most recent first)

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
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Company Name	Telephone Number
Address	Dates of employment
Name of Supervisor	Weekly pay Starting \$ Last \$
Job Title & Description of Work	Reason for leaving

May we contact your employer? { } Yes { } No

If no, Please explain: _____

REFERENCES:

Name	Address	Business	Phone Number	Years Acquainted

Statement of Understanding Read Carefully

I understand:

that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.

that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I also understand that if I provide false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the City discovers the violation of its policy regarding dishonesty.

that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by the City at the post-offer stage.

that the use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post offer pre-employment physical examination. I also understand that, if extended an offer of employment, I may be required to submit to an alcohol or drug screening according to state law.

that if I sustain any injury or illness while in the employment of this organization, I agree that this organization shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and hospitals to give this organization full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

that this application will be considered only for the position I am applying for; if I wish to be considered for other positions, I must submit a new application for each position.

that this employment application and any other employee-related documents are not contracts of employment; and that this organization follows an "employment at will" policy that an individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason.

that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I agree to be responsible for public property and equipment issued to me by the City until returned by me. I agree to pay for property and equipment not returned and authorize the City to withhold an amount equal to value of property not returned by me from my final pay.

Authorization to Release Information

I authorize the City of Independence to make a complete investigation of me, including but not limited to, my past employment history, medical history, scholastic record, criminal activity, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening I may be required to undergo, and to rely on such information sources. I understand that this organization may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, and personal characteristics. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to this organization, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

Applicant Name: _____
(Please print) Last First M.I.

Signature of Applicant _____ Date ____/____/____

CITY OF INDEPENDENCE

Job Description

Position: Waste Water Treatment Operator I

Supervises: None

Department: Waste Water Treatment

Employee Status: Full-time Regular

FLSA Status: Non-exempt

Gives work direction to: None

Reports to: Water/Waste Water Treatment Superintendent

Revision date: June 2, 2016

POSITION SUMMARY

At will position, unless covered under a bargaining unit contract, appointed by the City Manager and reports to the Waste Water Treatment Superintendent. Under general supervision performs work of moderate difficulty as a regularly assigned operator; and performs related work as required.

ESSENTIAL JOB DUTIES

- Participates in the day to day operations of the waste water treatment plant.
- Maintain and repair plant equipment and clean, adjust and repack valves and pumps.
- Operates and monitors waste water treatment plant equipment. Adjust controls on equipment and machinery such as valves, pumps, motors, chlorinators, filters, feeders, digestors and clarifiers.
- Operates city vehicles in driving to and from jobs or transporting material debris and supplies.
- Operates a variety of machines, power tools and types of equipment incidental to work assignments.
- Perform routine waste water treatment plant operation and maintenance duties as required.
- Responsible for tools, vehicles, and other equipment to perform daily duties.
- Cooperates with other departments to maintain service in case of emergency, flood, snow or other severe conditions.
- Read gauges, dials and other instruments and record pertinent information.
- Inspect plant facilities to locate needed repairs to equipment.
- Assist in establishing and maintaining equipment and parts inventory. Assist in establishing specifications for equipment.
- Performs general plant maintenance duties such as sweeping, cleaning and sanding.
- Collect waste water samples and perform a variety of tests.
- Prepare reports on plant operations.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Waste Water Treatment Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledgeable of performing routine and daily maintenance and handling minor emergencies with little or no direct supervision.
- Knowledgeable of and ability to utilize a variety of hand tools and equipment.
- Knowledgeable of occupational hazards and proper precautions.
- Knowledgeable of operations and maintenance techniques of a waste water treatment plant.
- Ability to perform heavy manual labor which may require lifting, continuous standing, extensive digging, and other manual tasks in a variety of environmental conditions.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.

- Ability to work in either a team environment or individually.
- Ability to establish and maintain effective work relationships with employees, associates and the public.
- Knowledge of applicable local, state, and federal laws and regulations governing facilities.
- Knowledge of and ability to effectively follow OSHA requirements and other safety standards.
- Ability to access, retrieve, read, and interpret technical information including local, state and federal ordinances, laws and regulations.
- Ability to safely work under conditions involving exposure to extreme temperatures, odors, toxic agents, noise, vibrations, moving machinery, dirt and dust.
- Ability to learn and understand the principles and operating procedures involved in the municipal sanitary sewer systems.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to maintain required licenses, registrations and certifications.
- Ability to read and interpret operating manuals, procedures and policies.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.

ENTRY REQUIREMENTS

Education/Training: High School Diploma or equivalent; and completion of twenty (20) hours of continuing education units in approved public work related courses or seminars.

Work Experience: One (1) year of work in related field, or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Commercial Driver's license-Class B airbrakes. Must have and maintain an Iowa Grade I Waste Water Treatment Certification or possess the ability to obtain them within three years of employment.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

Generally 40 hours per week, Sunday through Saturday. Will be required to work weekends and holidays on a rotating schedule. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.
4. The City of Independence is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date

City Manager Signature

Date

Essential Functions Job Analysis

Date of Analysis 06/02/2016

Position Waste Water Treatment Operator I, II & III

1. Work hours: From 7:00 am To 3:30 pm Number of days per week 5

2. Is Overtime Required? Yes

How much? (avg.) 4 hours How often? (avg.) Once/3 weeks Seasonal? _____

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? CDL, State of Iowa

Grade I Waste Water Treatment Certification

4. Position supervises 0 (#) of city employees. List employees:

5. Position gives work direction to 0 (#) of city employees. List employees:

Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%- 100%)	Frequently (34%- 65%)	Occasional y (1%-33%)	Sporadic *	Incidental*	Never
Stooping/crouching			X			
Standing	X					
Walking	X					
Sitting			X			
Jumping					X	
Turning body		X				
Bending/twisting			X			
Squatting			X			
Ascending/descending steps		X				
Ascending/descending ladders			X			
Ascending/descending ramps						X
Reaching/working at/below shoulder level	X					
Reaching/working above shoulder level			X			
Lifting above shoulder level				X		
Kneeling/crawling			X			
Equilibrium					X	
Pushing/pulling			X			
Throwing					X	
Walking on uneven ground					X	
Working in trenches					X	

	Continuous (66%- 100%)	Frequently (34%- 65%)	Occasionall y (1%-33%)	Sporadic *	Incidental*	Never
Working above ground	X					
Balancing					X	
Handling/gross feeling (texture)				X		
Fine fingering manipulation			X			
Tasting/smelling		X				
Accommodation (focal length change)	X					
Field of vision (peripheral vision)	X					
Turning wrenches/valves/handles		X				
Hand operation of knobs, levers or cranks		X				
High speed assembly (left/right/either/both)		x		X		
Fine assembly (left/right/either/both)		X				
Strong grip (left/right/either/both)		X				
Ability to actuate mechanism with feet (left/right/either both)			X			
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)		X				
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)		X				
Highly accurate depth perception		X				
Ability to perceive spoken voice clearly (with or without hearing aid)	X					
Ability to hear warning horns or sirens over 70 decibels		X				
Comprehensible speech	X					
Finely developed balance and coordination	X					
Ability to differentiate colors precisely		X				
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion			X			

*Sporadic: This function is essential but done intermittently.

*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 80 lbs.

Examples of lifting requirements of this weight are (list object and weight):

Valves, pump parts.

7. The heaviest weight carried while walking from place to place weighs: 60 lbs.

Examples of lifting requirements of this weight are (list object and weight): _____

5 gallon pails of oil, softener salt, pumps, piping, barrels.

8. The heaviest pushed/pulled weight by the employee

is: 200 lbs. and it is pushed/pulled a

distance of 10 feet at a frequency of 2 times per week

9. In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds	X					
11 to 25 lbs.		X				
26 to 50 lbs.			X			
51 to 100 lbs.				X		
Over 100 lbs.						X

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds		X				
11 to 25 lbs.			X			
26 to 50 lbs.				X		
51 to 100 lbs.					X	
Over 100 lbs.						X

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R		X				
	L		X				
Firm grasping	R		X				
	L		X				
Fine manipulation (keyboarding/ typing)	R				X		
	L				X		

12. Does the job require a specific grip strength? Yes _____ No X

Grip strength measured _____

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both				X		
Right			X			
Left				X		

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

	Yes	No	Comment
a. Vision			
1. color vision	X		
2. depth perception	X		
3. peripheral vision	X		
b. Hearing	X		
c. Touch	X		

15. Would occasional interruption of consciousness jeopardize self or others? Yes X No _____

Work Environment

16. The work environment is: Inside X Outside X

17. Is this position considered a "safety sensitive position"? Yes X No

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights		X	
Being around moving machinery	X		
Driving automotive equipment/heavy equipment	X		
Exposure to marked changes in temperature/humidity	X		
Exposure to dust, fumes, gases	X		
Working on uneven ground		X	
Confined space entry	X		
Limited mobility	X		
Wearing a respirator	X		
Protective equipment: safety glasses, safety shoes, etc.	X		
Travel from inside to outside	X		
Outdoor exposures	X		
Extreme cold	X		
Extreme heat	X		
Wet and/or humid	X		
High noise levels		X	
Vibration		X	
Moving mechanical parts hazard	X		
Electrical shock hazard	X		
Heights hazard	X		
Exposure to radiation		X	
Explosive hazard	X		
Toxic/caustic chemical hazard	X		
Other conditions: dust/mist/gas/fumes	X		

x
19. What machines/equipment are operated by this position? Hand tools, tractor, loader, fire hoses,
Riding mower, week trimmer, painting, hoists, ladders, grinders, hand sprayer, monitors, pumps,
Valves, SCADA system

Cognitive or Situational Functions

20. In a work day, the job requires (check appropriate column for each activity):

	Continuous (66%- 100%)	Frequently (34%- 65%)	Occasionall y (1%-33%)	Sporadic *	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom	X					
Developing budgets					X	
Purchasing supplies, equipment, and materials		X				
Assigning work to people, giving instructions				X		
Receiving instructions and directives from superiors		X				
Giving advice and recommendations		X				

	Continuous (66%- 100%)	Frequently (34%- 65%)	Occasionall y (1%-33%)	Sporadic *	Incidental*	Never
Listening to issues and problems from subordinates		X				
Solving production/equipment, tool/facility problems		X				
Solving personnel problems involving counseling, grievances, or other personal issues				X		
Developing department procedures and policies, i.e., safety programs				X		
Interviewing job applicants					X	
Selection of applicants for job positions						X
Orientation of new employees						X
Recognizing and rewarding subordinates						X
Inspection or testing for quality					X	
Taking corrective actions to resolve performance problems					X	
Disciplining or terminating employees						X
Issuing regular reports or other written communications					X	
Scheduling work schedules/shifts						X
Monitor progress, quality and cost of work and make adjustments as needed						X
Attend and participate in regular department, commission, or other City meetings as needed				X		
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards					X	
Interpersonal skills sufficient to work closely with others on a team		X				
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks		X				
Sustained concentration and prolonged commitment to job tasks		X				
High level cognitive, interpretive or judgment skills	X					
Ability to influence other (selling-type skills)		X				
Ability to plan, negotiate, direct, control and monitor others' activities			X			
Ability to express creativity through writing, painting, decorating, composing, or inventing		X				
Ability to work alone effectively under stress in situations dangerous to self or others			X			

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

Completed by _____ Date _____

Reviewed and amended by City Council Members



JOB VACANCY

Position: Waste Water Treatment Operator

Job Location: Waste Water Treatment Plant

Department: Waste Water Treatment

Schedule: Monday-Friday consisting of forty (40) hours composed of five (5) consecutive eight (8) hour days, Monday through Friday. Normal hours of work 7:00 A.M. to 3:30 P.M. with a one-half (1/2) hour non-paid lunch break. Will be required to work weekends and holidays on a rotating schedule. May be required to work additional hours or to change hours due to operational needs.

Rate of Pay: \$23.44/hour after completion of probationary period which will be \$22.67/hour

Minimum Qualifications: High School Diploma or equivalent; and completion of twenty (20) hours of continuing education units in approved public work related courses or seminars, one (1) year of work in related field or an equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position. Must possess a valid State of Iowa Commercial Driver's license-Class B airbrakes. Must have and maintain an Iowa Grade I Waste Water Treatment Certification or possess the ability to obtain them within three years of employment.

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