



City of Malvern  
**Water/Wastewater Superintendent**

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|---------------------|------------------------|---------------------|---------------------------|
| <b>SALARY</b>       | \$30.04-\$32.45 Hourly | <b>LOCATION</b>     | Malvern, Iowa             |
| <b>JOB TYPE</b>     | Full-Time              | <b>DEPARTMENT</b>   | Water/Wastewater          |
| <b>OPENING DATE</b> | 03/11/2025             | <b>CLOSING DATE</b> | 4/30/2025 4:00 PM Central |

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### **JOB PURPOSE**

The Water/Wastewater Superintendent ensures the safe and reliable distribution of the City's potable water and oversees the wastewater collection and treatment system in accordance with Environmental Protection Agency (EPA) and Department of Natural Resources (DNR) regulations.

### **ESSENTIAL FUNCTIONS & SUCCESS FACTORS**

#### Essential Functions:

- Leads the Water/Wastewater Department to develop standard operating procedures, City policy, and departmental rules and regulations.
- Ensures Department policies, procedures, regulations, programs, systems, operations, goals, and objectives are met.
- Guides all Water/Wastewater Department programs, all special needs and projects, and advises City Council of problems and potential problems within the system.
- Maintains the Department's GIS mapping software.
- Oversee wastewater treatment, water distribution, treatment, and storage systems, including meter replacement and reading, and maintaining water tower, hydrants, pumps, and valves.
- Collects and analyzes water and wastewater samples, submitting reports to regulatory agencies as required.
- Keeps the City in compliance with all EPA and DNR regulations.
- Provides maintenance of grounds at all water and wastewater facilities.
- Responds to customer complaints about areas within employee's responsibility; investigate causes, take corrective action as appropriate, and maintain records of resolutions.
- Respond to emergency and on-call situations promptly.
- Performs other duties or assumes other responsibilities as apparent or assigned.

### Success Factors:

- Takes action in solving problems while exhibiting judgment and a systematic approach to decision-making; identifies the important dimensions of a problem, determines potential causes, obtains relevant information, and specifies alternate solutions that result in effective resolution.
- Creates positive energy in both individual and group settings to build high morale and group commitment to goals and objectives.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments on time.
- Confident in the use of computers and tablets and able to be trained in software required to complete the functions of the position.
- Working knowledge of applicable codes, ordinances, and laws concerning water/wastewater regulations.
- Contributes to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting other functions of the City.
- Interacts effectively, professionally, and tactfully with the public.
- Creates and participates in a team environment.
- Establishes and maintains effective working relationships with all divisions and departments of the City and outside organizations.
- Displays honesty, trustworthiness, dependability, and respectfulness at all times.
- Safely performs work complying with all applicable safety rules, regulations, and procedures while protecting self and all others from injury.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency, and all City policies and procedures.

### **QUALIFICATIONS**

- High School Diploma or GED required; associate degree or technical training preferred.
- At least three years of experience in the construction, maintenance, or repair of a water distribution, water treatment, and wastewater system and its components, including one year of leadership/supervisory experience.
- Must possess IDNR Water Distribution Grade 2 and IDNR Water Treatment Grade 2 certifications upon hire.
- Must possess IDNR Wastewater Grade 1 certification upon hire.
- Must possess a valid Class B Iowa Commercial Driver's License (CDL) with air brake or ability to obtain within twelve months of hire.

### **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

#### Physical Requirements:

- Able to regularly lift, carry, push, and pull up to 50 pounds and frequently lift and/or move more than 75 pounds.
- Able to move objects weighing over 100 pounds using assistive devices .
- Able to climb different types of ladders and stairs.

- Able to enter and work in a confined space, including manholes, with proper training and personal protective equipment (PPEs).
- Must have an acute sense of smell to detect an unsafe environment readily.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one half of a mile in various types of weather.
- Must be able to communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) with other employees, businesses, and citizens.

Working Conditions:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- Subject to on-call duties and emergency call-ins.
- May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous, if proper procedures are not followed.
- Position requires travel within and outside of the city of Malvern.
- Standard work hours will be Monday-Friday 7:30AM - 4:00PM with occasional hours including evenings, overnights, and weekends, as required.
- The employee in this position is required to reside within a 30-minute radius of the city limits due to the need to respond to emergency calls in a timely manner to protect the health, safety and welfare of the citizens of Malvern.

**BENEFITS**

- Health Insurance for Employee - 100% Employer Paid
  - Wellmark Blue Cross Blue Shield EnhancedBlue 2000
  - Deductible (In/Out of Network): \$2,000/\$4,000
- Life Insurance – 100% Employer Paid
  - \$15,000 Basic Life and Accidental Death & Dismemberment
- Retirement-Iowa Public Employee Retirement System (IPERS)
  - Employer Share - 9.44% of Salary
- Dental/Vision Insurance – 100% Employee Paid (Optional)
- AFLAC Supplemental Insurance – 100% Employee Paid (Optional)

**HOW TO APPLY**

All applicants should submit their resume, cover letter, and five work related references to: City of Malvern, Attn: City Clerk, PO Box 550, Malvern, IA 51551 or by email to [malverncityclerk@malverniowa.org](mailto:malverncityclerk@malverniowa.org). Inquiries can be directed to Joe George at Malvern City Hall at (712) 624-8282.