



JOB POSTING FOR WATER/WASTEWATER SUPERINTENDENT

3.8 Promotion and Transfers - The City/Board shall determine whether to fill any vacancy by restricted recruitment of only employees or open recruitment of both employees and non-employees. The City will post any vacant positions internally and externally. Internal applicants shall apply within seven (7) calendar days. If an internal candidate applies and the applicant is qualified and in good standing as determined by the City, the internal applicant shall be awarded the job if the applicant's qualifications are equal to or greater than all other applicants.

- ❖ **Closing Date for Applications: Friday, January 23, 2026**
- ❖ **Application and complete Job Description are attached.**

POSITION GENERAL SUMMARY: Plans, directs and coordinates activities of water and wastewater utilities. Manages, directs and coordinates a contract industrial wastewater treatment facility.

Essential Job Duties Include:

- Plans and schedules daily water/wastewater utility construction, operation and maintenance activities.
- Supervises department employees. Interviews, hires, evaluates, disciplines, and terminates employees as necessary.
- Advises Mayor and City Council on matters relating to water and wastewater utilities. Attends City Council meetings and committee meetings.
- Prepares and submits annual utility budgets and fiscal reports.
- Plans and coordinates utility infrastructure improvement projects. Meets with consultants to prepare permits, plans and specifications. Oversees construction activities. Updates utility infrastructure maps and data using a computer and computer-aided design program. Interprets blueprints and drawings for infrastructure maintenance and construction.
- Plans, coordinates and directs monitoring of drinking water to comply with the Safe Drinking Water Act and monitors wastewater discharges to comply with the Clean Water Act. Schedules monitoring assists with sample collection and manages data collection.

STANDARDS: High school diploma or G.E.D required. Ten years experience in water and wastewater utility management operation and maintenance, five years of which must have been in a supervisory capacity; or an equivalent combination of training and experience. Requires Iowa Commercial Driver's License (Class B), with tanker endorsement. Requires possession of a State of Iowa Grade 2 Water Treatment, Grade 2 Water Distribution, and Grade 3 Wastewater Certification. Wastewater Collections is included in the Wastewater Certification.

- ❖ Cover letter, resume and application are to be submitted to City Hall or emailed to clerk@forestcityia.com



Job Application
Form.pdf



2019 Job
Description - Water