



City of Carlisle, Iowa  
Invites applications for the position of:

Water/Sewer Laborer

**OPENING DATE:** July 14, 2023

**About the Community:** Carlisle, Iowa, is a growing community of 4,160 residents located adjacent to Des Moines southeast side. More information on the community is available at [www.carlisleiowa.org](http://www.carlisleiowa.org)

Carlisle is a full government service community with seven departments. The Public Works Department is an active department overseeing the operation and maintenance of the City's water, sewer, streets, and sidewalk systems. The combined department offers employees the opportunity to utilize their physical and mental skills to solve various problems throughout the community while interacting with the public. The staff of six, including the Superintendent, works on various projects with few days being alike. The City has recently updated its Comprehensive Plan and is going through the process of updating its Water Facilities Master Plan.

**INFORMATION:** The City of Carlisle is accepting applications for Water/Sewer Laborer. Interested candidates should send resume and cover letter or fill out an application available online and at City Hall.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** The Water and Sewer Laborer performs a variety of skilled and semi-skilled duties required to operate, maintain and repair the facilities of the water treatment, water distribution, wastewater treatment, and wastewater collection system.

The prime candidate would have experience with water or sewer systems, a Class B CDL, and required DNR certifications.

**ENTRY REQUIREMENT AND SKILLS:** High School Diploma or GED and possession of valid driver's license with the ability to acquire a Class B CDL and required DNR certifications within 12 months of hire.

**HOW TO APPLY:** Applicants should submit a resume, a cover letter, and a professional writing sample specifying interest to City of Carlisle, Attn: Deven Markley, 100 North 1<sup>st</sup> Street, Carlisle, Iowa 50047. Professional writing sample can include professional documents, letters, email, or other correspondence highlighting the applications written communication skills. Please include current mailing address, phone number(s), and e-mail address. The City of Carlisle is an equal opportunity employer.

# Water/Sewer Laborer Duties Overview



## City of Carlisle Job Description & Specifications

**Job Title:** Water/Sewer Laborer

**Reports To:** Public Works Sup.

**Department:** Public Works

**FLSA:** Non-exempt

**Union Statue:** Union Eligible

**Date:** March 16, 2023

**Residency Requirement:** 30 Minute Response Time

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### **Job Function:**

The Water and Sewer Laborer performs a variety of skilled and semi-skilled duties required to operate, maintain and repair the facilities of the water treatment, water distribution, wastewater treatment, and wastewater collection system. Performs other duties as may be required.

### **Equipment Used:**

Light, medium, and heavy equipment. Hand and power tools. Specialized testing equipment. Pipeline locating equipment.

### **Principal Duties and Responsibilities**

- Under supervision, operates and maintains water production and distribution system, including wells, high service pumps, mains and storage facilities. Assist in the installation, repair, and maintenance of water mains, hydrants, and gate valves.
- Under supervision, operates and maintains wastewater collection system including lift stations. Inspect manholes to determine condition and locate stoppages, and operate sewer cleaning equipment.
- Collects and analyzes water and wastewater samples and maintains appropriate records; assists with the preparation of reports to regulatory agencies, as required.
- Responds to emergency situations in a timely fashion. Responds to, investigates, and evaluates complaints regarding water leaks, pressure loss, or service loss. Subject to emergency calls at any time; repairs water main breaks and fixes wastewater collection system back-ups and blockages.

- Submits daily and weekly work reports to Public Works Superintendent as requested.
- Performs service calls and Iowa One-Call locates pertaining to water and sanitary sewer as assigned.
- Assists other City departments, especially the street department during snow emergencies, which includes mowing, snow shoveling, ice removal, snow plowing, and performs related work as required.
- Assist in cleaning, testing, installing, repairing, and reading utility meters. Performs rereads or special reads as needed.
- Recommends ordering of supplies, special needs/projects, and advises Public Works Superintendent of problems and/or potential problems.
- Perform custodial and grounds maintenance duties at all facilities including mowing, cleaning, sweeping, minor repairs, and maintenance.
- Service, adjust, and make minor repairs to equipment, machines, and attachments.
- Make recommendations to improve the efficiency and effectiveness of areas of responsibly.  
Performs related work as required.

**Entry Requirements and Skills:**

- High School Diploma or GED; and
- Possession of valid driver's license; and
- Experience with water or sewer systems preferred; and
- Must have the ability to be bonded and be available for off-hour work assignments.

**Required Special Qualifications:**

- Ability to obtain and maintain a Class B CDL within 12 months of hire date; and
- Ability to obtain and maintain an Iowa DNR Grade 1 Water License within 12 months of hire date; and
- Ability to obtain and maintain an Iowa DNR Grade 1 Sewer License within 12 months of hire date; and
- Ability to obtain and maintain an Iowa DNR Grade 1 Water Distribution License within 12 months of hire date

**Working Conditions:** Works outdoors. Often required to work non-traditional working hours which include weekends, holidays, and nights. The employee is frequently required to sit, stand, walk, run, talk, and hear. The employee is occasionally required to use their hands to finger, handle, or operate objects, controls, or tools. Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and smell. The employee must occasionally lift and/or move more than 50 pounds.

**Physical Requirements & Essential Functions:**

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.

- Must be able to smell.
- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, in written form or face-to-face.
- Must be able to walk, lift, and manipulate objects, tools, or materials with hands.
- Must be able to use office software technology including emails and specialized software programs.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all jobs duties and requirements.

The City of Carlisle reserves the right to change this job description at any time. The City of Carlisle is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.