



MARSHALLTOWN WATER WORKS FACILITIES MANAGER

Marshalltown Water Works (MWW) is accepting applications for the position of Facilities Manager. Under the general direction of the General Manager, plans, organizes, directs and manages all functions and activities for the Marshalltown Water Works (MWW) facilities including the stewardship required to realize the planned lifetime of the facilities. “Facilities” refer to MWW buildings and operational equipment; it does not include water mains, valves, hydrants and appurtenances in the distribution system.

ABOUT MARSHALLTOWN WATER WORKS

Marshalltown Water Works (MWW) is dedicated to providing high quality drinking water to Marshalltown and the surrounding area, delivering an average of 6 MGD to its customers through 170 miles of water main.

We know that water is a valuable resource – one that plays a critical role in sustaining life, and we take our mission to protect public health seriously. At MWW, we are proud to be united by integrity, respect and the pursuit of excellence to be the best we can be for the customers and communities we serve. Together, the team at MWW uses science, technology, capital investments, and amazing talent to provide communities with clean, safe drinking water.

COMPENSATION:

Salary: \$77,272 – 106,288 annually, depending on education and experience

40-hours/week, Monday – Friday 8am – 5pm

Competitive benefits package offered

ESSENTIAL FUNCTIONS:

- Serves as a member of MWW’s management team. Participate in Managers Meetings; shares appropriate information with General Manager, other Managers, and staff.
- Coordinates with the Operations Manager to prioritize and schedule infrastructure maintenance and upgrade activities.
- Reviews, analyzes and oversees the operation of the MWW facilities and asset management program.
- Inspects and schedules or performs preventative maintenance for all facilities and operational equipment.
- Repairs and maintains operational equipment, HVAC systems, electrical systems, and plumbing for all MWW facilities.
- Manages and maintains inventory of parts needed for repair and maintenance activities.
- Responds to after-hours emergencies.
- Develops schedules, cost estimates and budgets for capital and non-capital projects.
- Obtains bids or quotes for equipment or services from outside providers in compliance with public bidding laws.
- Manages contracts, ensuring contractor is providing acceptable quality of work in compliance with contract scope and deadlines.
- Supervises Utility Maintenance Mechanic, Operator/Mechanic I & Operator/Mechanic II employees; directs other employees assigned to maintenance activities, such as relief operators or utility workers.
- Assures compliance with contracts and all applicable local, state and federal laws and regulations, including the Safe Drinking Water Act (SDWA).
- Works with the finance department to properly allocate O & M costs to each of MWW’s functional areas (Administration, Treatment, Distribution).
- Supervises the construction of additions and renewal projects as assigned.
- Coordinates with Distribution Manager regarding vehicle and grounds maintenance.
- Participates in development of strategic plans, capital improvement plans, and budgets.
- Coordinates with the local, state and federal agencies and authorities on regulatory matters related to operation of facilities. Develops and maintains cooperative working relationships with other governmental

and regulatory agencies and various public and private groups.

- Evaluates the need for, and recommends additional equipment, resources and staffing for efficient and effective facility operation.
- Participates in treatment plant safety meetings. Maintains a safe working environment at all job sites.

ESSENTIAL REQUIREMENTS:

- Shall possess a valid Iowa driver's license and have a good driving record.
- Must have good oral and written communication skills.
- Minimum five years of experience in water treatment equipment maintenance, to include repair and routine maintenance of lime slakers, chemical feed systems and control systems.
- Post high school or college credit hours in basic and advanced electricity.
- Ability to obtain Iowa Grade I Water Treatment certification with 9 months of hire.
- Ability to obtain Iowa Grade II Water Treatment Plant Operator license within 39 months of hire.
- Experience supervising or directing the work of other employees.
- Experience managing contracts and working with vendors to obtain quotes.
- Ability to utilize voltage testing equipment.
- Ability to read and understand blueprints.
- Basic knowledge of plumbing and electrical techniques.
- Basic knowledge of the use of hand tools.
- Available to respond to call-out in the event of emergency.
- 96% minimum attendance

ESSENTIAL PHYSICAL DEMANDS:

- Occasionally handles up to 100 lbs. and lifts 80 lbs.
- Occasionally works in confined spaces.
- Frequently must handle high-pressure fire hoses.
- Occasionally climbs stairs and ladders and walks on catwalks.
- Continuously walks, stands, squats, bends, kneels, reaches overhead or twists.
- Must be able to read gauges and distinguish colors.
- Ability to differentiate machine operations sounds.

ENVIRONMENTAL CONDITIONS:

- Frequent exposure to adverse weather conditions.
- Frequent exposure to machine noises.
- Occasional contact with hazardous materials.
- Frequent exposure to dust and odor.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related activities as directed by their supervisor, subject to reasonable accommodation.

To Apply: Submit completed MWW application, resume and cover letter to:
Deborah McElroy, Finance and Human Resources Manager
205 E State Street, PO Box 1420
Marshalltown, IA 50158
OR
deborah@marshalltownwater.com

Download the MWW application from <https://marshalltownwater.com/employment>
or request by calling the MWW office at (641) 753-7913.

The position will remain open until filled.

For additional information, contact Marshalltown Water Works General Manager, Zach, 641-753-7913.