

## **DISTRIBUTION WORKER**

The Council Bluffs Water Works has an immediate opening for a Distribution Worker. Responsibilities include a variety of duties involved in the construction, maintenance, and operation of the water distribution system. Applicant will need to be able to work in the outdoors under all weather conditions. Applicant must have a good driving record, able to operate all department equipment and vehicles. High school diploma or equivalent is required. Council Bluffs Water Works offers an excellent career opportunity and benefits package.

If you are interested in this excellent career opportunity send your resume to:

**Distribution Worker**  
**ATTN: Karen A. Wisniski, Administrative Manager**  
**P. O. Box 309**  
**Council Bluffs, IA 51502-0309**

You may view a detailed job description of this position by visiting our web page.  
[www.cbwaterworks.com](http://www.cbwaterworks.com)

### JOB DESCRIPTION

Position: Distribution Worker

Department: Distribution

Title Of Immediate Supervisor: Distribution & Meter Department Coordinator or  
Distribution Supervisor

Definition: Under the general direction of the Distribution & Meter Department Coordinator or Distribution Supervisor perform the duties associated with the maintenance, repair and installation of water mains, service lines, stop boxes, valves, fire hydrants and other required appurtenances. Remove, replace, and repair pavement or other surfaces disturbed by excavation. A Distribution Worker should be able to determine if job site is hazardous, and be capable of performing some duties with little, or no supervision, as directed.

Major Responsibilities:

1. Help senior employees in the performance of their duties of work independently as directed.
2. Using shovels, picks, pry-bars, and other hand tools or pneumatic, hydraulic or gas powered equipment will excavate and fill holes, including breaking and removing various types of pavements, as required to repair distribution system.

3. Help in repairing or replacing water services, water mains, valves, stop boxes, fire hydrants and other parts of the distribution system as directed.
4. Load and unload material and equipment from trucks as instructed.
5. Restore job sites after completion of job by filling holes, restoring soil to required density with use of compaction equipment and restore surface as directed.
6. Work as needed in all areas of the Distribution Department.
7. Carry a cell phone while on or off duty as directed by the Distribution & Meter Department Coordinator or Distribution supervisor.
8. Work overtime at the end of a shift or on weekends as needed.
9. Respond to after-hours emergency repair calls.
10. Report any injury or accident to a supervisor as soon as possible.
11. Follow all safety procedures set out in the Water Works Safety Program.
12. Other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Employee must have no condition preventing performance of heavy and demanding physical labor outdoors and/or in confined spaces under all weather conditions.
2. Must possess at time of employment, and maintain, a valid Class B Commercial Driver's License (CDL) with air brake endorsement valid in Iowa, and insurable under Company policy.
3. Must be able to operate all Distribution Department vehicles with air brakes (automatic and standard transmission) including wheel loader, tractor, backhoe, loader-breaker, pickup truck, dump truck, service truck and flatbed truck with boom.
4. Must be able to read tape measures.
5. Must be able to perform basic mathematical calculations, such as addition, subtraction, and division, accurately and timely.
6. Must be able to speak, understand read and write English and write accurate, legible reports.
7. Must be able to work with a wide variety of Water Works employees, contractors' personnel, and the general public.
8. Must be courteous at all times.

Required Experience and Training:

1. High School Diploma or Equivalent.

Physical Requirements:

1. Must be sighted.
2. Must be able to hear normal conversation.
3. Must be able to use a standard touch-tone telephone, cell phone, or two-way radio.
4. Must be able to work in all types of weather conditions.
5. Must be able to walk over uneven terrain at construction site or other areas during any weather conditions.
6. Must be able to perform heavy physical labor standing upright, stooped over, squatting, or kneeling.
7. Must be able to climb out of and descend into excavation using the slope of the excavation for shallow excavations and by means of a ladder for deeper or shored excavations.
8. Must be able to use pneumatic, hydraulic and gas powered equipment that creates severe vibrations and noise during operation.
9. Must be able to wear all personal protective equipment necessary for safe working conditions.
10. Must be able to use a shovel, pick, pry bars including pipe wrenches, valve/stop box keys, sledgehammers, and other hand tools.
11. Must have manual dexterity sufficient to assemble bolts, nuts and other appurtenances used in repair/replacement of water mains or other parts of the distribution system.
12. Must be able to lift 75 lbs. from the ground to shoulder height and from shoulder height to the ground to load or unload trucks.
13. Must be able to engage in repetitive motion using hands, wrists, and arms.