

PUBLIC NOTICE IS HEREBY GIVEN that the following governing body will meet at the date, time, and place herein set out. The tentative agenda for said meeting is as follows:

TENTATIVE AGENDA
ATKINS CITY COUNCIL WORKSHOP
CITY HALL – 480 3RD AVENUE
MONDAY, MARCH 2, 2026
6:00 P.M.

1. Call to Order and Pledge of Allegiance led by Mayor Brian Cruise
2. Roll Call by Mayor Cruise
3. Approval of the Agenda by City Council.
4. Review of Inspection Report for the 1939 Water Tower (40,000 gallons):
 - Introduction by Scott Flory, City Administrator
 - Review of inspection report, Rob Jongquist, Viking Industrial Painting
 - Discussion by City Council
5. Other Business:
 - Review of Operator In-Charge Position Description (Water and Wastewater Treatment Plant).
6. Motion to Adjourn

This notice is given pursuant to Chapter 21.4 (1) of the Code of Iowa and of the local Rules & Procedures of the Governing Body

City of Atkins

Operator in charge

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Establishes work schedules for the water department and adjusts work procedures to meet schedules. Directs activities of subordinate personnel who oversee installation, maintenance and repair of the water distribution system and wastewater collection system.
2. Assures that subordinates comply with applicable safety and occupational health standards: maintain discipline and conduct of subordinates. Sees that safety precautions for the crews and public are enforced.
3. Plans, organizes and supervises the work of the water department employees, divides and assign tasks, coordinates and maintains workflow, trains new employees in system operation and work procedures, recommends hiring, disciplinary action, discharge, promotions, merit increases and evaluates performance of department personnel. Approves overtime work and maintains time and work records.
4. Completes periodic reports and submits reports to appropriate authority.
5. Operates the water treatment, water distribution and wastewater facilities, makes operation decisions.
6. Supervises the regular and required testing of City water and Wastewater per the regulatory agency to ensure that water purity is maintained at required levels, including the daily, weekly and monthly records and reports on tests. Collects samples of water from distribution system for laboratory analysis for coliform bacteria, nitrate levels and any other chemicals as necessary. Checks and reviews tests of water as a basis for directing changes in plant operation. Collects and analyzes samples in the distribution system
7. Performs maintenance to the distribution system such as leak detection and repair, valve exercises, fire hydrant flushing, system repairs and to keep the system in good working conditions. Assist and oversee the installation and repairs of items associated with the distribution system.
8. Monitor plant equipment and keep records up to date on each piece of equipment. Records will include both operational data and maintenance data oversees and ensure the reading of water meters and gauges is completed in a timely manner

9. Assist and oversees the use of pipe locator, leak detector equipment, and locates underground municipal utilities for contractors and others.
10. Assist and oversee maintenance and repair work at pump houses, general cleaning and maintenance around buildings and grounds.
11. Makes taps on water mains for new construction or for replacement of service lines by plumbers.
12. Develop plans for the City's water system to meet and serve current and future needs of the community.
13. Inspects field projects to confirm conformance to City Code requirements and Project Specifications.
14. Schedules and directs activities of department crews engaged in the construction, repair, modification, general maintenance and upkeep of the municipal water supply, distribution system and related areas, equipment and facilities, including the development and maintenance of a historical and location record keeping system of work done on the water treatment facility, distribution system and wastewater collections and treatment system
15. Maintains a constant awareness of federal and state environmental quality requirements, new legislation and regulations, new equipment available. Make recommendations to the Public Works Director to ensure compliance with rules and regulations and assures all required training is given to and licenses are maintained by department personnel.
16. Makes recommendations regarding purchase of new equipment, modifications of existing equipment, improving methods and procedures of operations, and personnel requirements, practices and policies.
17. Responsible for the automotive, mechanical, special and any other equipment or properties assigned to the water and wastewater department.
18. Reports any problems or irregularities related to water supply, water distribution, Wastewater collection, and Treatment to the Public Works Director.
19. Attends necessary meetings and keeps the Public Works Director informed of water department activities.
20. Cooperate with other departments on various projects and in emergencies, floods, snow and other severe conditions.
21. Confers with administrative and technical personnel and personnel of other city departments to coordinate inter-departmental activities and assist with projects outside the water department as needed.
22. Will investigate concerns and comments from the public on issues within the water distribution system or sewer collection system. Will provide a formal response to each concern or comment.