

Resolution No. 24-09

**Setting Standards for Paid Study Hours and Reimbursements for
Obtaining a Water and Wastewater License**

WHEREAS, the City of Grand Mound's full time public works employees are required to obtain a Iowa Department of Natural Resources ("IDNR") water and wastewater license, and continuing education training as a condition of employment; and

WHEREAS, the purpose of this resolution is to implement and maintain a policy for paid study hours and reimbursements and testing costs for City public works employees to obtain a water and wastewater license; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND MOUND, IOWA, that the following policy for public works employees is hereby adopted and ratified:

1. Classes required for water and wastewater license and certification should be obtained from Kirkwood Community College through its IDNR approved course instruction, in person or online (online at: <https://www.kirkwood.edu/programs/continuing-education/water-wastewater>), as follows:

As a condition to becoming a grade one (1) operator, the employee must complete six (6) months of experience; complete all three classes; and successfully pass the required test for all three (3) certifications. Public works employees subject to water and wastewater certification shall complete the three (3) required classes listed in paragraph 2-4 below.

- a. The City will pay for the required training classes through Kirkwood Community College, one time per required license and the testing fees one time per required license. Additional training hours and testing attempts will be at the expense of the employee and paid directly from the employee to the training/testing facility.
- b. An employee who entered into a two year agreement for reimbursement upon hire will need to reimburse the city for the cost of training and testing per the agreement if employment terminates, for any reason, prior to the expiration of the two year agreement.
- c. The City will pay for the employee to attend the classes during regularly scheduled working hours. The City will pay the employee for two (2) hours drive time for travel to and from Cedar Rapids, Iowa, for purpose of training and seven and one-half (7½) hours of classroom time for a total of thirty-eight (38) hours per class. The City will pay the employee for drive time to the IDNR test site if

testing is "in person" and up to three (3) hours paid time for testing. . In no event shall overtime be permitted or paid during the week(s) the employee attends classes, training or testing.

- d. If an employee chooses to attend the training online, the employee will be allowed to take the training during regularly scheduled work hours at the City Hall Office up to the number of hours the training is offered in person. Any additional study time will need to be completed after hours, at the employee's sole expense.
2. The [Basic Water Distribution Training](#) is an entry-level classroom instructor course that presents the basics of water distribution and will cover: sources of water, principles of design, installation, operation and maintenance pipes, valves, meters and other related hydraulic units. Operation and maintenance safety considerations emphasized. This course and six months experience satisfies the eligibility requirements needed to take the state Water Distribution Operator Grade 1 Exam.
 3. The [Basic Training Water Treatment](#) is a comprehensive course designed to teach the student the principles of water treatment plant operations. The course will cover sources of water, the treatment process, plant operations, safety, water quality regulations and waterworks Math. This course and six months experience satisfies the eligibility requirements needed to take the state Water Treatment Plant Operator Grade 1 Exam. This is also a good review for those preparing to take the Water Treatment Plant Operator Grade II exam.
 4. The [Basic Wastewater Training](#) is an entry-level classroom instructor course that presents the basics of wastewater sources, characteristics, operations and regulations. The topics covered include biological treatment principles, wastewater math, and overview of the operation of preliminary, primary and secondary treatment operations. This course and six months experience satisfies the eligibility requirements needed to take the state Wastewater Treatment Plant Operator Grade 1 Exam. This is also a good review for those preparing to take the Wastewater Treatment Plant Operator Grade II exam.
 5. An employee seeking certification shall coordinate with the City for specific information related to testing requirements, City requirements and reimbursements and City Policy regarding testing.

Council member Banowetz introduced the Resolution with a second by Beitelspacher.

Roll Call:

Schanze, Beitelspacher, Banowetz, Green, Beuthien

PASSED AND APPROVED this 8th day of April, 2024.

Kurt Crosthwaite

Kurt Crosthwaite, Mayor

ATTEST: Melissa Conner

Melissa Conner, City Clerk