



CIVIL SERVICE COMMISSION

June 29, 2022

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES FROM PRIOR MEETING(S)**
 - A. May 25, 2022
 - B. June 15, 2022
- 4. APPROVE TESTING PROCEDURES**
 - A. Permit Technician
 - B. Park Maintenance Worker I
 - C. Park Maintenance Worker II
 - D. Landscape Technician
 - E. Park Facility/Equipment Technician
 - F. Plant Utility Worker
- 5. CERTIFY ELIGIBILITY LIST**
 - A. Equipment Operator I
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

Disclaimer:

If you require special assistance, please contact the City Clerk's Office
at 712-890-5261 at least 24 hours prior to the meeting.



CIVIL SERVICE COMMISSION

May 25, 2022

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

MINUTES

CALL TO ORDER

Carol Wood called the meeting to order at 8:04 am. Role call showed Carol Wood, Kate Culter and Jeffrey Nelson present. Staff present: Graham Jura, Jodi Quakenbush and Cori Shaw.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of May 25, 2022 Agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

April 20, 2022

Jeff Nelson and Kate Cutler moved and seconded approval of April 20, 2022 Minutes. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Equipment Operator I

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Equipment Operator I. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Sign Technician III

Jeff Nelson and Kate Cutler moved and seconded approval of certifying eligibility list for Sign Technician III. Unanimous, 3-0 vote.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn at 8:13 am. Unanimous, 3-0 vote.



CIVIL SERVICE COMMISSION

June 15, 2022

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

MINUTES

CALL TO ORDER

Carol Wood called the meeting to order at 8:02 am. Role call showed Carol Wood, Kate Culter and Jeffrey Nelson present. Staff present: Greg Schultz, Stacie Jensen, Richard Wade, Jodi Quakenbush and Cori Shaw.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of June 15, 2022 Agenda. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Amend Police Officer (Certified) Procedures - December 2021

Amend Police Officer (Non-Certified) Procedures - December 2021

Jeff Nelson and Kate Cutler moved and seconded approval of amending testing procedures for Police Officer (Certified) and Police Officer (Non-Certified) originally approved December 2021. Unanimous, 3-0 vote.

Utility Worker II

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Utility Worker II. Unanimous, 3-0 vote.

Police Officer (Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer (Certified). Unanimous, 3-0 vote.

Police Officer (Non-Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer (Non-Certified). Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Police Officer (Non-Certified)

Jeff Nelson and Kate Cutler moved and seconded approval of certifying eligibility list for Police Officer (Non-Certified). Unanimous, 3-0 vote.

Utility Worker II

Jeff Nelson and Kate Cutler moved and seconded approval of certifying eligibility list for Utility Worker II. Unanimous, 3-0 vote.

Community Development Technician

Kate Cutler and Jeff Nelson moved and seconded approval of certifying eligibility list for Community Development Technician. Unanimous, 3-0 vote.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 8:38 am. Unanimous, 3-0 vote.

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter

SUBJECT: Permit Technician

Background

The Director of Community Development is requesting that the Commission approve procedures for establishing a Permit Technician eligibility list.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. **Application:**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. **Skills Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the skills exam. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the skills exam that will be administered by the Human Resources Department. This exam will be used to determine the candidate's ability to perform tasks using Excel (Passing Score: 70%). The skills exam and oral interview will take place on the same date.

3. **Oral Interview:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The top eight (8) candidates, or fewer if fewer qualify, will be the same for both the skills exam and oral interview. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 70%). To be placed on the eligibility list, candidates must receive a passing score on both the skills exam and the oral interview.



City of Council Bluffs

Job Description

Permit Technician

Department: Community Development

Supervisor: Chief Building Official

Location: City Hall

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: CWA

Pay Grade: 16

Summary:

An employee in this class is responsible for processing building permits and/or rental housing applications, licenses, miscellaneous permits and applications, assigning inspections for field staff and working with documents in support of the Building Division. The employee demonstrates thoroughness and efficiency while delivering excellent customer service in a courteous and professional manner. In addition the employee will perform clerical and office duties in support of the Building Division with the primary focus to be with the discipline, Building or Housing.

Essential Duties and Responsibilities:

- Acts as receptionist for the Building Division.
- Processes applications in for review.
- Issues permits as necessary for the employees hired discipline.
- Maintains records for Building or Housing staff.
- Prepares monthly and annual reports.
- Directs inquiries, Housing, Building and Municipal Code, to technical Building Division staff.
- Prepares notices and correspondence to the appropriate parties under the general direction of the Chief Building Official.
- Collects fees as per Council Bluffs Municipal Code.
- Issues and maintains contractor licenses and/or rental registrations.
- Processes inspection requests and enters the data within the electronic access system (MUNIS).
- Maintains financial receipts and processes those to the appropriate departments.
- Assists field inspection staff with data entry related to the electronic access system (MUNIS).

- Provides educational information to new permit applicants and to those displaced by Housing Staff administrative functions
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in Business, Public Administration or a related field
- Three (3) years municipal experience or with a construction firm
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Permit Technician Certificate issued by the International Code Council (ICC), preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet

Other Skills and Abilities:

- Considerable knowledge of general office machines and procedures
- Demonstrated proficiency with Microsoft Office applications
- Good knowledge of basic recordkeeping and applications
- Understanding of City policies
- Ability to learn new skills in an evolving workplace
- Ability to make recommendations for improvements
- Ability to work efficiently and accurately with numbers and codes
- Ability to perform arithmetic computation and arithmetic reasoning
- Ability to compose and edit documents including good knowledge of spelling, office vocabulary, and grammar

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Park Maintenance Worker I

Background

The Director of Parks & Recreation is requesting that the Commission approve procedures for establishing a Park Maintenance Worker I eligibility list.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. **Application:**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. **Oral Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 70%).



City of Council Bluffs

Job Description

Park Maintenance Worker I

Department: Parks & Recreation

Supervisor: Parks & Recreation Supervisor

Location: Park Maintenance Building and/or Recreation Complex

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: AFSCME

Pay Grade: 14

Summary: Performs routine and semiskilled manual work which requires some knowledge of ground maintenance activities. Assignments are outlined in detail by supervisor and standard procedures are followed. Employees in this class will be assigned to one of the three different areas: Park Maintenance, Recreation Complex Maintenance, or Horticulture & Grounds Maintenance. Employees will be responsible for the General Maintenance Duties regardless of which area they are assigned to.

Essential Duties and Responsibilities:

Park Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, seeding, and aeration of all City Parks
- Paints park buildings and equipment
- Performs heavy manual labor such as loading and unloading supplies, and digging post holes

Recreation Complex Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, rolling, spiking, seeding, pumping, and aeration of all Recreation Complex athletic fields
- Prepares and maintains all athletic fields at the Recreation Complex for use

Horticulture & Grounds Maintenance Duties:

- Plants and cares for trees and shrubs
- Weeds, cultivates, plants, and irrigates lawns and flower beds
- Prunes and trims hedges, bushes, and other shrubbery
- Small tree removal

General Maintenance Duties:

- Operates turf related equipment such as stump grinder, chain saw, tractors, riding mower, trucks, and snow blowers
- Operates hand tools and other simple equipment
- Makes minor repairs to grounds, equipment, buildings, and other structures
- Completes minor/preventative maintenance tasks on small equipment and mowers (e.g. change oil, sharpen blades, etc.)
- Rakes and removes leaves
- Polices grounds
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

May be responsible for overseeing seasonal employees when asked by the supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED)
- Some college in related area of study, preferred
- One (1) to three (3) years of related experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid Driver's License

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

Other Skills and Abilities:

- Some knowledge of grounds maintenance activities or gardening
- Ability and willingness to perform routine manual work
- Minimum knowledge of methods and equipment used in building, ground, and mechanical repair work

- Skill in the use of shovels, rakes, mowers, rollers, sprinklers, chain saw, and other simple equipment
- Ability to operate all equipment safely and in accordance with the equipment manual and City Safety Policy
- Ability to understand and follow simple oral and written directions
- Ability to develop and maintain good public relations

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Promotional Procedures for Park Maintenance Worker II

Background

The Director of Parks & Recreation is requesting the promotional process occur for the position of Park Maintenance Worker II. Vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of employees of the City to the extent that the City employees qualify for the positions. If an employee of the City does not pass the promotional examination and otherwise qualify for the vacated positions, or if an employee of the City does not apply for a vacated position, an entrance examination may be used to fill the vacancy.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. Application:

To be eligible for consideration, written requests for transfer, demotion, or promotion must be made to the City Clerk's Office by the established deadline.

2. Oral Interview

Qualifying candidates shall participate in the oral interviews conducted by a panel of no less than three but no more than five appointed by the Human Resources Department (Passing score: 70%).



City of Council Bluffs

Job Description

Park Maintenance Worker II

Department: Parks & Recreation

Supervisor: Parks & Recreation Supervisor

Location: Park Maintenance Building and/or Recreation Complex

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: AFSCME

Pay Grade: 18

Summary: An employee in this class provides skilled park maintenance work which requires thorough knowledge of ground maintenance activities. Employees in this class will be assigned to one of the three different areas: Park Maintenance, Recreation Complex Maintenance, or Horticulture & Grounds Maintenance. Employees will be responsible for the General Maintenance Duties regardless of which area they are assigned to.

Essential Duties and Responsibilities:

Park Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, seeding, aeration, and fertilization of all City Parks
- Paints park buildings and equipment
- Makes repairs and adjustments of playground equipment
- Performs heavy manual labor such as loading supplies, and digging post holes

Recreation Complex Maintenance Duties:

- Participates in mowing, trimming, watering, weeding, rolling, spiking, seeding, pumping, aeration, and fertilization of all Recreation Complex athletic fields
- Prepares and maintains all athletic fields at the Recreation Complex for use

Horticulture & Grounds Maintenance Duties:

- Plants and cares for trees and shrubs
- Sprays, fertilizes, and prunes trees and shrubs
- Weeds, cultivates, plants, irrigates, and fertilizes lawns and flower beds
- Prunes and trims hedges, bushes, and other shrubbery

General Maintenance Duties:

- Operates turf related equipment such as stump grinder, chain saw, tractors, riding mowers, trucks, snow blowers, and sprayers
- Operates hand tools and other simple equipment
- Performs difficult repairs to grounds, equipment, buildings, and other structures
- Completes minor/preventative maintenance tasks on small equipment and mowers (e.g. change oil, sharpen blades, etc.)
- Rakes and removes leaves
- Polices grounds
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises a small crew of employees within the Parks & Recreation Department to include seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or general education degree (GED)
- Associate's in related area of study, preferred
- Three (3) to five (5) years of related experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid Driver's License
- Must obtain a Pesticide Applicator's License with the Turf and Ornamental Category issued by the State of Iowa within six months of hire

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

Other Skills and Abilities:

- Good knowledge of methods, practices, tools, and equipment used in park maintenance and construction programs
- Skill in repairing equipment, buildings, and grounds
- Ability to supervise a small crew of laborers
- Ability to operate all equipment safely and in accordance with the equipment manual and City Safety Policy
- Ability to understand and follow simple oral and written directions
- Ability to develop and maintain good public relations

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter

SUBJECT: Landscape Technician

Background

The Director of Parks & Recreation has requested that the process be held to establish an eligibility list for the position of Landscape Technician.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. **Application:**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. **Oral Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 70%).



City of Council Bluffs

Job Description

Landscape Technician

Department: Parks & Recreation

Supervisor: Parks & Recreation Supervisor – Horticulture & Grounds

Location: Park Maintenance Building (3200 16th Avenue)

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: AFSCME

Pay Grade: 20

Summary: Employees in this class are responsible for providing high quality care to landscape plantings located in parks and right of ways.

Essential Duties and Responsibilities:

- Oversees landscape elements in parks, streetscapes, and right of ways:
 - Inspects landscape areas, trees, shrubs, etc. identifying conditions requiring pruning, weeding, re-planting, irrigation, watering, chemical treatment, etc.
 - Initiates appropriate action to address landscape material condition due to insect disease and drought conditions
 - Determines chemical treatments and mixes and applies as appropriate
 - Assists with the design of landscape areas/plantings and plants and installs these materials
 - Maintains the landscape areas with the appropriate amount of mulch
 - Provides minor tree trimming and removals
 - Keeps all necessary records associated with chemical applications, equipment inspections, etc.
 - Understands the use of native plantings and their use in a naturalized landscape setting
- Oversees floriculture displays in parks and streetscapes:
 - Propagates plants for use in floral displays
 - Maintains a greenhouse and associated equipment for use in developing planting materials
 - Initiates appropriate action to address floriculture display conditions which may include watering, weeding, chemical treatments, replacement, and removals
 - Determines chemical treatments and mixes and applies as appropriate
 - Designs floriculture display areas and plants and installs these materials

- Coordinates maintenance, installation, and repairs to Irrigation Systems and Controls:
 - Inspects irrigation systems throughout the park system and certain right-of-ways to determine conditions and operational sequences
 - Adjusts irrigation heads, valves, and controls to obtain desired coverage
 - Diagnoses malfunctioning irrigation systems, repairs, or replaces elements as necessary
 - Lays out and installs new irrigation lines, valves, heads, and controls
- Maintains effective working relationships with other City staff, users, and the public
- Assists Parks & Recreation Supervisor with horticulture functions of the department
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises a small crew of employees within the Parks & Recreation Department to include seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's or Bachelor's Degree with emphasis in Horticulture, Landscape Design, Plant Science, or a related field
- Three (3) to (5) years in activities related to landscape or horticulture with progressively responsible experience
- Supervisory experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid Driver's License
- Must obtain a Pesticide Applicator's License with the Turf and Ornamental Category and Greenhouse Category issued by the State of Iowa within six months of hire
- Backflow certification, preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.

- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

Other Skills and Abilities:

- Comprehensive knowledge of flowers, shrubs, trees, native plant species, and ornamental plants and the ability to plant and maintain displays, landscapes, and naturalized landscapes utilizing these materials
- Knowledge of and the ability to operate specialized equipment utilized for landscape and horticulture maintenance such as tractors, riding mowers, trucks, snow blowers, sprayers, and aerators
- Ability to maintain records and prepare reports
- Ability to wear safety equipment required including a respirator

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Park Facility/Equipment Technician

Background

The Director of Parks & Recreation has requested that the process be held to establish an eligibility list for the position of Park Facility/Equipment Technician.

Recommendation

It is the recommendation of staff that the Commission set procedures as outlined below.

1. **Application:**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

2. **Oral Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews. (Passing score of 70%).



City of Council Bluffs

Job Description

Park Facility/Equipment Technician

Department: Parks & Recreation

Supervisor: Parks & Recreation Supervisor – Park Maintenance

Location: Park Maintenance Building (3200 16th Avenue)

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: AFSCME

Pay Grade: 20

Summary: Employees in this class are responsible for maintaining, repairing, installing and providing diagnostics on a wide variety of facilities and specialized equipment found in City parks and right-of-ways.

Essential Duties and Responsibilities:

- Ensures proper maintenance, installation, and repairs to Park equipment and facilities:
 - Inspects plumbing fixtures, drinking fountains, and water/sewer lines, etc. within park restrooms, structures, and throughout parks and right-of-ways
 - Initiates repairs and installs new plumbing elements
 - Inspects playground equipment, applying current safety inspection standards, reports determinations to the Parks Supervisor and initiates repairs, removals, or upgrades
 - Inspects pumps, motors, filtration systems, and computer systems associated with several major architectural foundations and water displays and when necessary makes repairs and installs new elements
 - Inspects, repairs, and installs new elements in the lighting and electrical systems within parks and park facilities
 - Provides maintenance and repairs to other park facilities including roofs; sidewalks; monuments; fencing; backstops; skateboard ramps and elements; and other park equipment
 - Operates equipment such as backhoe, hand tools, computer, trencher, trucks, snow blowers, gages, and other testing equipment
 - Provides assistance to Parks Supervisor including planning and construction of park facility improvement
 - Maintains an adequate part inventory, recommending purchases to the Parks Supervisor
- Maintains effective working relationships with other City staff, users, and the public:

- Participates in discussions regarding park equipment facilities conditions with supervisor and other Department staff to aid in decision regarding maintenance, repairs, and new installations
- Interacts with the public and user groups regarding the condition of and repairs to park equipment
- Interacts with other staff regarding repairs to park equipment as it affects scheduled play and public use
- Consults with Parks Supervisor regarding work activities, making independent decisions when necessary
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises a small crew of employees within the Parks & Recreation Department to include seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's or Bachelor's Degree with emphasis in a related field
- Three (3) to (5) years in activities related to park maintenance
- Supervisory experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Valid Driver's License
- Must obtain certification as Certified Playground Safety Instructor (CPSI) within six (6) months of employment. Certification time shall be dependent upon the availability of the training programs to be scheduled by the City.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability to work both in and out of doors in all weather conditions.

Other Skills and Abilities:

- Comprehensive knowledge of the standard practices, tools, test equipment, and terminology of electronics, irrigation systems, and plumbing
- Working knowledge of process control equipment, sensors, transmission systems, communication systems, instrument control systems, transmitters, recorders, and timer equipment
- Familiar with PC computers and current operating systems
- Ability to work from plans, blueprints, manuals, and diagrams
- Good mechanical aptitude
- Ability to learn new electronic systems and equipment quickly
- Ability to maintain records and prepare reports
- Ability to communicate with others and the public

CITY OF COUNCIL BLUFFS, IOWA
INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Plant Utility Worker

Background

The Director of the Public Works is requesting a list be established for the position of Plant Utility Worker in the Public Works Department.

Recommendation

It is the recommendation of staff that the Commission approve the procedures as outlined below:

1. **Application**

To be eligible, candidates must complete and submit an application to the HR Department during the application period.

2. **Oral Interview**

Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, the top eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 70%).



City of Council Bluffs

Job Description

Plant Utility Worker

Job Title: Plant Utility Worker

Department: Public Works

Supervisor: Plant Operations Supervisor

Location: Water Pollution Control Plant

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: June 2022

Union: AFSCME

Pay Grade: 15

Summary: Performs a variety of manual tasks in the maintenance and upkeep of grounds, facilities, and plant equipment. Operates one or more types of equipment. This is an entry level position at the Wastewater Treatment Plant and city-wide pump stations.

Essential Duties and Responsibilities:

- Cleans equipment and facilities with high pressure hose
- Performs janitorial duties
- Paints treatment plant facilities and equipment
- Loads and unloads chemicals, pump equipment, and motors
- Operates a variety of hand and power tools
- Operates utility tractors, mowers, and grounds equipment with a variety of attachments to maintain grounds
- Operates snow removal equipment and applies sand and de-icing material to surfaces within the plant
- Assists other plant and pump station employees in all areas including confined spaces
- Performs safety stand-by duties when others are working in confined spaces
- Operates heavy trucks to transport sludge
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or GED
- Associate level degree from an accredited college preferably in a field directly related to Waste Water Treatment such as Environmental Science, Microbiology, Civil Engineering, or Industrial Maintenance
- Any combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Must have the ability to obtain a Class B Commercial Driver's License within six (6) months of employment

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- This work is performed at the Wastewater Treatment Plant to include work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, and in high noise levels.

Other Skills and Abilities:

- Willingness and ability to learn the processes involved in the treatment of raw sewage
- Ability to make simple mathematical calculations
- Ability to understand and follow oral and written directions
- Ability to maintain records
- Mechanical aptitude
- Ability to perform required manual labor tasks
- Knowledge of traffic and safety rules
- Skill in the operation of utility tractors, dump trucks, and other automotive and grounds maintenance equipment under all types of weather conditions
- Ability to wear a respirator when required

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

June 29, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Equipment Operator I

Background

The application process for Equipment Operator I has been conducted and an eligibility list prepared for the Commission's consideration. There were 6 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Michael Keyes
2. Rodney Brandenburg
3. Levi Shipley
4. Kevin Filip

Expires: June 29, 2024