



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.

OTHER BUSINESS

ADJOURNMENT

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

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 Communication

Department: Human Resources

Case/Project No.:

April 20, 2022

Commission Action: 5/25/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

[April 20, 2022 - Minutes](#)

Type

Minutes

Upload Date

5/23/2022



CIVIL SERVICE COMMISSION

April 20, 2022

8:00 AM

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

MINUTES

CALL TO ORDER

Graham Jura Called the meeting to order at 8:04 a.m. on April 20, 2022.

Commissioners present: Jeffrey Nelson and Kate Cutler.

Commission absent: Carol Wood.

Staff present: Graham Jura, Jodi Quakenbush, Cori Shaw and Scott Greg Schultz.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of April 20, 2022 meeting agenda. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE MINUTES FROM PRIOR MEETING(S)

March 30, 2022

Jeff Nelson and Kate Cutler moved and seconded approval of March 30, 2022 meeting minutes. Unanimous, 2-0 vote. (Absent: Wood)

APPROVE TESTING PROCEDURES

Records Technician I

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Records Technician I. Unanimous, 2-0 vote. (Absent: Wood)

Community Development Technician

Jeff Nelson and Kate Cutler moved and seconded approval of testing procedures for Community Development Technician. Unanimous, 0-0 vote. (Absent: Wood)

Utility Worker II

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Utility Worker II. Unanimous, 2-0 vote. (Absent: Wood)

CERTIFY ELIGIBILITY LIST

Police Officer - Certified

Jeff Nelson and Kate Cutler moved and seconded approval of Certifying the Eligibility List for Police Officer - Certified. Unanimous, 2-0 vote. (Absent: Wood)

OTHER BUSINESS

Held discussion of policy regarding hiring and employment of relatives.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn. Unanimous, 2-0 vote. (Absent: Wood)

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 Communication

Department: Human Resources

Case/Project No.:

Equipment Operator I

Commission Action: 5/25/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

[EOI - Procedures](#)

[EOI - Job Description](#)

Type

Testing Procedures

Job Description

Upload Date

5/23/2022

5/23/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

May 25, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter - Human Resources

SUBJECT: Promotional Procedures for Equipment Operator I

Background

The Director of Public Works is requesting the promotional process occur for the position of Equipment Operator I. 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 approve the 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. **Equipment Operation Skills Exam**

Qualifying candidates will move on to the equipment operation skills exam. A panel of Public Works management staff, appointed by the Human Resources Department, will administer an equipment operation skills exam in operating light and heavy equipment. A 70% cut off score will be applied.

3. **Oral Interviews**

Based on the results of the equipment operation skills exams, 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 of 70%).



City of Council Bluffs

Job Description

Equipment Operator I

Department: Public Works
Supervisor: Street & Sewer Supervisor
Location: Operations Building
FLSA Status: Non-exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: May 2022
Union: AFSCME
Pay Grade: 17

Summary: The work of this class requires considerable skill in operating specialized light equipment with constant attention to the safety of operation to prevent accidents.

Essential Duties and Responsibilities:

Light Equipment:

- Operates a mechanical sweeper and street flusher; jet machine; bobcat; asphalt roller; and other pieces of light equipment
- Trains in the operation of heavy equipment
- Operates a snow plow for removing snow
- Checks condition of equipment before and after operation

Streets:

- Caulks joints with cement, cork-tight and rubber gaskets, etc.
- Assists in constructing concrete forms for concrete manholes and spillways, streets, and sidewalk repair
- Tamp fills with a variety of materials
- Breaks bituminous asphalt material to provide an even thickness
- Tamps and finishes bituminous materials
- Paves holes in streets with hot asphalt
- Applies proper heat and pressure to obtain a smooth, resistant surface
- Runs a small roller over asphalt patches
- Spreads and tamps gravel
- Breaks and removes concrete using a pneumatic jack hammer
- Pours and finishes concrete repairs
- Spreads gravel, sand, and other materials used on road tasks
- Assists skilled workers in a variety of construction tasks

Sewers:

- Cleans sewers, using slabs, nozzles, rotating cutters, and other devices
- Flushes sewers with high-pressure hoses
- Digs ditches and trenches
- Lays pipe and new sanitary and storm sewer lines
- Backfills holes around pipe, manholes, and inlets
- Repairs breaks in sewer lines
- Cleans catch basins, gutters, culverts, and other drainage structures

Tools:

- Operates air hammers, pumps, compressors, and similar equipment
- Operates simple pneumatic tools

Automotive or Other Types of Equipment:

- Performs minor servicing and maintenance on assigned equipment
- Occasionally operates light truck carrying tools and equipment and performs related work as required
- Drives a truck engaged in hauling materials, supplies, and debris
- Operates a dump truck, including sanding and salting streets, during winter months

General Maintenance:

- Removes snow/ice from streets and sidewalks
- Cuts brush cleared from right-of-way
- Builds, repairs, and maintains fences
- 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 general education degree (GED); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Valid Class A Commercial Driver's License with Air Brake Endorsement

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 ninety (90) 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.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in heavy traffic.

Other Skills and Abilities:

- Skill in the operations of specialized light equipment under all types of weather conditions
- Ability to understand and follow oral and written instructions
- Good knowledge of traffic and safety rules and accident prevention practices
- Ability to make minor repairs and adjust equipment

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Sign Technician III

Commission Action: 5/25/2022

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

[Sign Tech. III - Eligibility List](#)

Type

Eligibility List

Upload Date

5/23/2022

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

May 25, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Sign Technician III

Background

The application process for Sign Technician III has been conducted and an eligibility list prepared for the Commission's consideration. There were 37 candidates.

Recommendation

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

1. Jeremy Van Houten
2. Michael Keyes
3. Rodney Brandenburg
4. Shawn Smith

Expires: May 25, 2024