



**CIVIL SERVICE COMMISSION**

October 24, 2023

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. September 27, 2023
- 4. CERTIFY ELIGIBILITY LIST**
  - A. Police Sergeant
  - B. Police Lieutenant
  - C. Utility Worker II
  - D. Plant Utility Worker
- 5. APPROVE TESTING PROCEDURES**
  - A. Police Officer (Non-Certified)
  - B. Police Officer (Certified)
  - C. Facilities Maintenance Supervisor
- 6. OTHER BUSINESS**

**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.

- 7. ADJOURNMENT**



**CIVIL SERVICE COMMISSION**

September 27, 2023

8:00 AM

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

**MINUTES**

**CALL TO ORDER**

Jeff Nelson called the meeting to order at 8:03 am on September 27, 2023.  
Commissioners present: Jeff Nelson, Carol Wood and Kate Cutler.  
Staff Present: Cori Shaw, Jodi Quakenbush, Stacie Jensen, Graham Jura and  
Greg Schultz.

**APPROVE AGENDA**

Kate Cutler and Carol Wood moved and seconded approval of September  
27, 2023 meeting agenda. Unanimous, 3-0 vote.

**APPROVE MINUTES FROM PRIOR MEETING(S)**

August 30, 2023 and September 11, 2023

Kate Cutler and Carol Wood moved and seconded approval of Minutes from  
August 30, 2023 and September 11, 2023. Unanimous, 3-0 vote.

**CERTIFY ELIGIBILITY LIST**

Police Chief

Carol Wood and Kate Cutler moved and seconded approval of Certifying the  
Eligibility List for Police Chief. Unanimous, 3-0 vote.

**ADJOURNMENT**

Kate Cutler and Carol Wood moved and seconded approval of Motion to  
adjourn at 8:35 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.

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Sergeant

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Background

The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 12 candidates.

Recommendation

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

1. Steven Jacobs
2. Matthew Dyer
3. Paul Damrow
4. Daniel Stuck
5. Travis Bradley
6. Brandon Flowers
7. Nathan Powles
8. Trevor Benson
9. Jonathan Meyer
10. Joseph Vogel

Expires: October 24, 2025

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Lieutenant

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Background

The application process for Police Sergeant has been conducted and an eligibility list prepared for the Commission's consideration. There were 9 candidates.

Recommendation

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

1. Ted Roberts
2. Robert Radford
3. Gerald Wake
4. Matthew Brinkman
5. Cory Woodward
6. Edward Carlson
7. Jackie Loghry
8. Jason Bailey
9. Dale Schmitz

Expires: October 24, 2025

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Utility Worker II

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Background

The application process for Utility Worker II has been conducted and an eligibility list prepared for the Commission's consideration. There were 11 candidates.

Recommendation

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

1. James Marley
2. Andrew Greer
3. Tedd Ackerman

Expires: October 24, 2025

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Plant Utility Worker

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Background

The application process for Plant Utility Worker has been conducted and an eligibility list prepared for the Commission's consideration. There were 11 candidates.

Recommendation

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

1. Samuel Barrientos
2. Justin Rose
3. Andrew Greer
4. Sam Wallinga
5. Tyler Bailey
6. Steven Walker

Expires: October 24, 2025

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 24, 2023

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter – Human Resources  
**SUBJECT:** Police Officer (Non-Certified)

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**Background**

Due to anticipated openings and the fact that the process takes so long, the Acting Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **not currently a certified law enforcement officer**.

The Civil Service selection process for the hiring of qualified candidates to the job classification of Police Officer for the City of Council Bluffs Police Department consists of five testing phases. Candidates are required to show picture I.D. at each phase of the test process.

At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list. In general, the list is good for a two year period.

**Recommendation**

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific procedures set forth below:

**1. Application**

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online through the Police Officer (Non-Certified) application.

**2. Physical Agility**

The physical agility exam will be administered at 10:00 a.m. on December 9, 2023, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. Candidates will be required to attend the physical agility exam. The physical agility exam used will be the exam mandated by the Iowa Law Enforcement Academy (ILEA). All applicants must present a valid ID in order to participate in the exam. Candidates will be required to sign a "Police Officer Physical Conditioning Waiver" prior to the physical agility exam.

**3. Written Exam**

The written exam will be administered to candidates who successfully pass the physical agility test and who have not successfully passed the Iowa Police Officer Selection Test (POST) within the last 6 months. The written exam will be administered on December 9, 2023, at 12:00 p.m., at the Council Bluffs Police Station. If we have a low number of candidates show up for the testing, we will have the written exam 60 minutes after the physical agility exam. This will be announced prior to dismissal of the physical agility exam so that all candidates are aware. The written exam used is the POST exam developed by Stanard and Associates and required

by ILEA. The cutoff score will be 70% on each section of the exam. Stanard will provide the City of Council Bluffs with a list of valid test scores on file for those who have taken the test within the last 6 months. Successful Iowa POST scores received after June 9, 2023, may be used in lieu of retesting. However, the applicant is encouraged to participate in our examination process in an attempt to improve their score. The applicant will not be penalized by retesting, and may use the higher of the valid examination scores for final consideration. All candidates scoring above the cutoff score for each section will be eligible to proceed to the next test phase.

#### **4. Criminal History Check**

The Police Department will run a criminal history check on all candidates who pass the written exam. Candidates who do not meet departmental standards will be eliminated at this point.

#### **5. Personal History Questionnaire Review**

Candidates will be sent the Personal History Questionnaire once the application closes. Candidates will have a set deadline to complete the Personal History Questionnaire. The Police Department will perform a review on the questionnaire for the candidates who completed the questionnaire and who passed the physical agility exam and the written exam. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

#### **6. Oral Interviews**

A sufficient number of the top ranking candidates to produce a list of fifteen (15), or fewer if fewer qualify, will participate in the oral interview phase. A panel appointed by the Human Resources Department and Chief of Police will conduct the interviews. (Passing Score 65%)

After completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 40% and the oral interview weighted at 60%.

#### **7. Background Investigation/Polygraph Exam**

Candidates who passed the Oral Interview will move to this phase of testing. The Personal History Questionnaire provided by the candidate will be used during the background investigation phase.

The Police Department shall complete the background investigation prior to certification of the eligibility list. The background check consists of, but is not limited to, criminal history records check, driving history records check, military records, credit records, educational records, employment history, finger print check, and personal interviews with the candidate, previous employers, references, neighbors, acquaintances, and family members for determination of work habits, lifestyle and interpersonal relationships.

Any candidate not eliminated by the investigatory process will be asked to take a polygraph exam conducted by the police department's examiner. This phase will be conducted prior to the conclusion of the background investigation.

The polygraph exam provides insight into the applicant's truthfulness relating to responses provided by the candidate on the application, Personal History Questionnaire, and information from the background investigation, as well as involvement with illegal drugs or criminal activity. The polygraph exam is an investigative tool and will not be used as the single determinant of employment status.

**8. Administrative Review**

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. (Pass/Fail)

**9. Mandatory Ride-Along**

Prior to the eligibility list being certified, all eligible candidates will be required to complete an eight (8) hour ride-along preferably between the hours of 7:00 p.m. and 3:00 a.m.

**10. Certification**

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of two (2) years.



# City of Council Bluffs

## Job Description

### Police Officer

**Department:** Police Department

**Supervisor:** Police Captain

**Location:** Police Station

**FLSA Status:** Non-exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** April 2023

**Civil Service Status:** Civil Service

**Union:** Police

**Pay Grade:** 01

**Summary:** The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

#### **Essential Duties and Responsibilities:**

- Patrols city streets for crime suppression and provides public service:
  - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
  - Transmits messages over the police radio
  - Arranges for the removal of abandoned and/or disabled vehicles
  - Provides security checks for businesses and residences
  - Engages in pursuit driving
  - Participates in large scale area search parties for persons or evidence
  - Engages in stake-out assignments for criminal suspect apprehension
  - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
  - Provides assistance to crimes in progress
  - Provides assistance and traffic control at motor vehicle accidents
  - Administers first aid to sick, injured, or wounded persons
  - Protects accident and crime scenes
  - Transports prisoners and individuals with mental illness
  - Handcuffs prisoners during transportation
  - Searches prisoners
  - Participates in pre-planned raids
  - Requests record checks
  - Re-stocks patrol vehicle with emergency supplies

- Evacuates buildings or other areas to remove persons in danger
- Provides inspection services through patrol activities:
  - Investigates suspicious persons and vehicles
  - Patrols locations known to be dangerous or hazardous to the public
  - Physically examines abandoned vehicles, locates rightful owners
  - Establishes and notifies owners of impounded vehicles
  - Searches vehicle for contraband and evidence
  - Completes bar checks
  - Searches for missing, lost, or wanted persons to include juveniles
  - Searches buildings, properties, and vehicles for bombs or other hazardous devices
  - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
  - Investigates suspicious smells which may be evidence of criminal activity
  - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
  - Stops vehicles to effect felony arrest
  - Checks out lost or confused citizens
  - Delivers death messages
  - Informally counsels juveniles and their families
  - Mediates family disputes
  - Provides security for labor disputes
  - Issues citations for non-traffic offenses
  - Serves arrest warrants
  - Controls crowds, groups of spectators, etc.
  - Makes arrests with and without warrants
  - Interviews witnesses and suspects
  - Refers persons to other agencies
  - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
  - Responds to activated alarms
  - Provides assistance to animal control personnel
  - Investigates crimes in progress, reported crimes, and complaints
  - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
  - Provides assistance to other law enforcement agencies
  - Enforces parking regulations
  - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
  - Removes hazards from the roadway
  - Advises appropriate agencies of traffic engineering needs
  - Monitors drivers for violations at traffic control devices
  - Monitors actions of pedestrians for violations
  - Monitors speed of vehicles using radar, visual observation, or estimation
  - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing

- Arrests and books traffic law violators
- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
  - Interrogates suspects and prepares written statements
  - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
  - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
  - Locates and interviews witnesses
  - Summarizes in writing statements of witnesses, complainants, etc.
  - Inquires into incidents to determine if they are criminal or civil in nature
  - Organizes and conducts photo line-ups
  - Personally reviews records and pictures to identify suspects
  - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
  - Participates in formal or informal surveillance of individuals or locations
  - Photographs crime scenes
  - Sketches or diagrams crime scenes
  - Coordinates investigations with other law enforcement agencies
  - Presents facts of cases for criminal prosecution
  - Appears and testifies in court proceedings
  - Prepares information and obtains search and arrest warrants
  - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
  - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
  - Uses chemical test kit to test for controlled substances
  - Thoroughly searches crime scenes for physical evidence
  - Collects and examines evidence and personal property from crime scenes
  - Reviews crime lab reports
- Participates in the training program of the department:
  - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
  - Talks with individuals on the street to obtain information
  - Talks with people on the street in patrol area to establish rapport
  - Instructs members of the community on crime prevention
  - Requests help from news media in crime prevention or solving

- Prepares official police documents:
  - Prepares official police reports for both internal and external use
  - Prepares all official reports or documents as required in a neat, concise, and factual manner
- 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:**

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

**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.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

**Other Skills and Abilities:**

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter – Human Resources  
**SUBJECT:** Police Officer (Certified)

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**Background**

Due to anticipated openings and the fact that the process takes so long, the Acting Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer in which the candidates are **currently certified through the Iowa Law Enforcement Academy (ILEA) or a law enforcement agency accepted by the Iowa Law Enforcement Academy (ILEA).**

The Civil Service selection process for the hiring of qualified candidates to the job classification of Police Officer for the City of Council Bluffs Police Department consists of five testing phases. Candidates are required to show picture I.D. at each phase of the test process.

At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list. In general, the list is good for a two year period.

**Recommendation**

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific procedures set forth below:

**1. Application**

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online through the Police Officer (Certified) application. Candidates must submit proof of certification by the application deadline. If a candidate does not submit proof of certification by the application deadline, the candidate will only be allowed to follow the procedures for Police Officer (non-certified).

**2. Physical Agility**

The physical agility exam will be administered at 10:00 a.m. on December 9, 2023, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. Candidates will be required to attend the physical agility exam. The physical agility exam used will be the exam mandated by the Iowa Law Enforcement Academy (ILEA). Candidates who are currently certified peace officers through the Iowa Law Enforcement Academy will not be required to attend the physical agility exam. All applicants must present a valid ID in order to participate in the exam. Candidates will be required to sign a "Police Officer Physical Conditioning Waiver" prior to the physical agility exam.

**3. Written Exam**

The written exam will be administered to the candidates who successfully pass the physical agility test and who have not successfully passed the Stanard and Associates Police Officer

Selection Test (POST) required by Iowa Law Enforcement Academy (ILEA). Candidates who are currently certified peace officers through the Iowa Law Enforcement Academy will not be required to attend the written exam. Candidates who are certified peace officers from a different state will be required to attend the Written Exam unless they have received successful POST scores from Stanard & Associates after June 9, 2023. The written exam will be administered on December 9, 2023, at 12:00 p.m. at the Council Bluffs Police Station. If we have a low number of candidates show up for the testing, we will have the written exam 60 minutes after the physical agility exam. This will be announced prior to dismissal of the physical agility exam so that all candidates are aware.

#### **4. Criminal History Check**

The Police Department will run a criminal history check on all candidates who pass the physical exam. Candidates who do not meet departmental standards will be eliminated at this point.

#### **5. Personal History Questionnaire Review**

Candidates will be sent the Personal History Questionnaire once the application closes. Candidates will have a deadline to return the completed Personal History Questionnaire. The Police Department will perform a review on the questionnaire for the candidates who completed the questionnaire and who passed the physical agility exam.

The Police Department will perform a review of all returned Personal History Questionnaire. If an 'Automatic Disqualifier' is discovered in the Personal History Questionnaire the candidate will be eliminated from the process at this point.

#### **6. Background Investigation/Polygraph Exam**

Candidates who participated in the physical agility exam will move to this phase of testing. The Personal History Questionnaire provided by the candidate will be used during the background investigation phase.

The Police Department shall complete the background investigation prior to certification of the eligibility list. The background check consists of, but is not limited to, criminal history records check, driving history records check, military records, credit records, educational records, employment history, finger print check, and personal interviews with the candidate, previous employers, references, neighbors, acquaintances, and family members for determination of work habits, lifestyle and interpersonal relationships.

Any candidate not eliminated by the investigatory process will be asked to take a polygraph exam conducted by the police department's examiner. This phase will be conducted prior to the conclusion of the background investigation.

The polygraph exam provides insight into the applicant's truthfulness relating to responses provided by the candidate on the application, Personal History Questionnaire, and information from the background investigation, as well as involvement with illegal drugs or criminal activity. The polygraph exam is an investigative tool and will not be used as the single determinant of employment status.

#### **7. Administrative Review**

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. The Chief's interview will be rated as pass/fail for the purpose

of making the eligibility list, however, candidates will be given a percentage score on the interview to determine the ranking order on the eligibility list.

**8. Mandatory Ride-Along**

Prior to the eligibility list being certified, all eligible candidates will be required to complete an eight (8) hour ride-along preferably between the hours of 7:00 p.m. and 3:00 a.m.

**9. Certification**

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of two (2) years.



# City of Council Bluffs

## Job Description

### Police Officer

**Department:** Police Department

**Supervisor:** Police Captain

**Location:** Police Station

**FLSA Status:** Non-exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** April 2023

**Civil Service Status:** Civil Service

**Union:** Police

**Pay Grade:** 01

**Summary:** The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

#### **Essential Duties and Responsibilities:**

- Patrols city streets for crime suppression and provides public service:
  - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
  - Transmits messages over the police radio
  - Arranges for the removal of abandoned and/or disabled vehicles
  - Provides security checks for businesses and residences
  - Engages in pursuit driving
  - Participates in large scale area search parties for persons or evidence
  - Engages in stake-out assignments for criminal suspect apprehension
  - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
  - Provides assistance to crimes in progress
  - Provides assistance and traffic control at motor vehicle accidents
  - Administers first aid to sick, injured, or wounded persons
  - Protects accident and crime scenes
  - Transports prisoners and individuals with mental illness
  - Handcuffs prisoners during transportation
  - Searches prisoners
  - Participates in pre-planned raids
  - Requests record checks
  - Re-stocks patrol vehicle with emergency supplies

- Evacuates buildings or other areas to remove persons in danger
- Provides inspection services through patrol activities:
  - Investigates suspicious persons and vehicles
  - Patrols locations known to be dangerous or hazardous to the public
  - Physically examines abandoned vehicles, locates rightful owners
  - Establishes and notifies owners of impounded vehicles
  - Searches vehicle for contraband and evidence
  - Completes bar checks
  - Searches for missing, lost, or wanted persons to include juveniles
  - Searches buildings, properties, and vehicles for bombs or other hazardous devices
  - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
  - Investigates suspicious smells which may be evidence of criminal activity
  - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
  - Stops vehicles to effect felony arrest
  - Checks out lost or confused citizens
  - Delivers death messages
  - Informally counsels juveniles and their families
  - Mediates family disputes
  - Provides security for labor disputes
  - Issues citations for non-traffic offenses
  - Serves arrest warrants
  - Controls crowds, groups of spectators, etc.
  - Makes arrests with and without warrants
  - Interviews witnesses and suspects
  - Refers persons to other agencies
  - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
  - Responds to activated alarms
  - Provides assistance to animal control personnel
  - Investigates crimes in progress, reported crimes, and complaints
  - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
  - Provides assistance to other law enforcement agencies
  - Enforces parking regulations
  - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
  - Removes hazards from the roadway
  - Advises appropriate agencies of traffic engineering needs
  - Monitors drivers for violations at traffic control devices
  - Monitors actions of pedestrians for violations
  - Monitors speed of vehicles using radar, visual observation, or estimation
  - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing

- Arrests and books traffic law violators
- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
  - Interrogates suspects and prepares written statements
  - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
  - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
  - Locates and interviews witnesses
  - Summarizes in writing statements of witnesses, complainants, etc.
  - Inquires into incidents to determine if they are criminal or civil in nature
  - Organizes and conducts photo line-ups
  - Personally reviews records and pictures to identify suspects
  - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
  - Participates in formal or informal surveillance of individuals or locations
  - Photographs crime scenes
  - Sketches or diagrams crime scenes
  - Coordinates investigations with other law enforcement agencies
  - Presents facts of cases for criminal prosecution
  - Appears and testifies in court proceedings
  - Prepares information and obtains search and arrest warrants
  - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
  - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
  - Uses chemical test kit to test for controlled substances
  - Thoroughly searches crime scenes for physical evidence
  - Collects and examines evidence and personal property from crime scenes
  - Reviews crime lab reports
- Participates in the training program of the department:
  - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
  - Talks with individuals on the street to obtain information
  - Talks with people on the street in patrol area to establish rapport
  - Instructs members of the community on crime prevention
  - Requests help from news media in crime prevention or solving

- Prepares official police documents:
  - Prepares official police reports for both internal and external use
  - Prepares all official reports or documents as required in a neat, concise, and factual manner
- 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:**

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

**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.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

**Other Skills and Abilities:**

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 24, 2023**

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter  
**SUBJECT:** Facilities Maintenance Supervisor

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**Background**

The Director of Public Works is requesting that the Commission approve procedures for establishing a Facilities Maintenance Supervisor 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 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 oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 65%).



# City of Council Bluffs

## Job Description

### Facilities Maintenance Supervisor

**Department:** Public Works

**Supervisor:** Facilities Maintenance Superintendent

**Location:** Operations

**FLSA Status:** Exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** January 2022

**Civil Service Status:** Civil Service

**Union:** Non-Union

**Pay Grade:** 22

**Summary:** Under the direction of the Facilities Maintenance Superintendent, supervises the maintenance, repair, remodel, and construction of City building facilities and associated grounds.

#### **Essential Duties and Responsibilities:**

- Plans, directs, and organizes the daily activities of the Facilities Maintenance Division of Public Works Operations:
  - Supervises and participates in carpentry, painting, plumbing, electrical, masonry, and mechanical work on new construction and existing buildings, facilities and equipment
  - Ensures the maintenance practices, policies, and procedures of the division are followed
  - Schedules, prioritizes, and assigns work to be performed
  - Maintains current knowledge on the latest technology regarding maintenance and repair of all equipment
- Maintains effective working relationships with subordinates, other City staff, and the public:
  - Responds to questions and complaints from the public and City staff
  - Maintains open communication with subordinate employees
- Maintains proper records:
  - Assures division compliance with City reporting procedures (forms, etc.)
  - Maintains records of work rule infractions, employee counseling, and other personnel actions
  - Maintains complete records of the maintenance activities of the department, including computer data input of maintenance programs for the City's work order system
- Advises and makes recommendations to the Facilities Maintenance Superintendent:
  - Reviews policies, practices, procedures, and makes recommendations for change and improvements for the division

- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

Directly supervises the employees within the Facilities Maintenance Division. 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)
- Five (5) years' work experience and training in all phases of facility maintenance programs including mechanical systems
- Two (2) years' supervisory experience
- 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
- License in a technical field associated with facility maintenance, 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 fifty (50) 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 moderate traffic.

**Other Skills and Abilities:**

- Thorough knowledge of commercial and residential carpentry, painting, and masonry trades
- Considerable knowledge of plumbing and electrical trades
- Considerable knowledge of the methods, practices, tools, and materials used in building maintenance and service
- Considerable knowledge of the maintenance and repair of heating and air conditioning systems
- Ability to operate computerized energy management systems