

CIVIL SERVICE COMMISSION
October 27, 2021
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 8:00 a.m. on October 27, 2021.
Commissioners present: Carol Wood, Kate Cutler and Jeff Nelson
Staff present: Cori Shaw Graham Jura and Jodi Quakenbush

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of October 27, 2021 Agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

October 6, 2021

Jeff Nelson and Kate Cutler moved and seconded approval of October 6, 2021 meeting minutes. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Plant Utility Worker

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

OTHER BUSINESS

Reminder: remaining 2021 meetings are scheduled for November 17, 2021 and December 15, 2021.

ADJOURNMENT

Jeff Nelson and Kate Cutler moved and seconded approval of Motion to adjourn. 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.:

October 6, 2021

Commission Action: 10/27/2021

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
October 6, 2021 - Minutes	Minutes	10/22/2021

CIVIL SERVICE COMMISSION
October 6, 2021
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 8:00 am on Wednesday October 6, 2021.

Commissioners present: Carol Wood and Kate Cutler.

Commissioner present via telephone: Jeffrey Nelson.

Staff present: Michell Houseton, Cori Shaw, Stacie Jensen, Graham Jura and Jodi Quakenbush.

APPROVE AGENDA

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

APPROVE MINUTES FROM PRIOR MEETING(S)

August 25, 2021

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

APPROVE TESTING PROCEDURES

Recreation & Events Coordinator

Jeff Nelson and Kate Cutler moved and seconded approval of Testing Procedures. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Payroll & Benefits Specialist

Kate Cutler and Jeff Nelson moved and seconded approval of Eligibility List.
Unanimous, 3-0 vote.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn. Unanimous, 3-0 vote.

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Plant Utility Worker

Commission Action: 10/27/2021

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Plant Utility Worker - Job Description	Job Description	10/22/2021
Plant Utility Worker - Procedures	Testing Procedures	10/22/2021



City of Council Bluffs

Job Description

Plant Utility Worker

Job Title: Plant Utility Worker
Department: Public Works
Supervisor: Plant Operations Supervisor
Location: Wastewater Treatment Plant
FLSA Status: Non-Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: October 2021
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

October 27, 2021

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%).