

CIVIL SERVICE COMMISSION  
November 17, 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 8:02 am on Wednesday November 17, 2021.

Commissioners present: Carol Wood and Kate Cutler.

Commissioners absent: Jeff Nelson.

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

**APPROVE AGENDA**

Kate Cutler and Carol Wood moved and seconded approval of November 17, 2021 Agenda. Unanimous, 2-0 vote.

(Absent: Nelson)

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

October 27, 2021

Kate Cutler and Carol Wood moved and seconded approval of Minutes for October 27, 2021. Unanimous, 2-0 vote.

(Absent: Nelson)

**APPROVE TESTING PROCEDURES**

Equipment Operator I

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Equipment Operator I. Unanimous, 2-0 vote.

(Absent: Nelson)

Lead Equipment Operator III

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Lead Equipment Operator III. Unanimous, 2-0 vote.

(Absent: Nelson)

**CERTIFY ELIGIBILITY LIST**

Police Officer

Kate Cutler and Carol Wood moved and seconded approval of eligibility list of Police Officer. Unanimous, 2-0 vote.

(Absent: Nelson)

Recreation & Events Coordinator

Kate Cutler and Carol Wood moved and seconded approval of eligibility list of Recreation & Events Coordinator. Passed, 0-0 vote.  
(Absent: Nelson)

## **OTHER BUSINESS**

## **ADJOURNMENT**

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:20 am. Unanimous, 2-0 vote.  
(Absent: Nelson)

### **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 27, 2021

Commission Action: 11/17/2021

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">October 27, 2021 - Minutes</a>	Minutes	11/15/2021

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.

# Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Equipment Operator I

Commission Action: 11/17/2021

Submitted by:

## Description

## Background/Discussion

## Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
<a href="#">Equipment Operator I - Procedures</a>	Testing Procedures	11/15/2021
<a href="#">Equipment Operator I - Job Description</a>	Job Description	11/15/2021

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**November 17, 2021**

**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:** November 2021  
**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.:

Lead Equipment Operator III

Commission Action: 11/17/2021

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Lead EOIII - Procedures</a>	Testing Procedures	11/15/2021
<a href="#">Lead EOIII - Job Description</a>	Job Description	11/15/2021

**City of Council Bluffs, Iowa**

**INTER-OFFICE MEMO**

**November 17, 2021**

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter – Human Resources  
**SUBJECT:** Promotional Procedures for Lead Equipment Operator III

---

**Background**

The Director of Public Works is requesting the promotional process occur for the position of Lead Equipment Operator III. 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 three appointed by the Human Resources Department. (Passing score of 70%).



# City of Council Bluffs

## Job Description

### Lead Equipment Operator III

**Department:** Public Works

**Supervisor:** Manager of Streets and Sewers

**Location:** Operations Building

**FLSA Status:** Non-Exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** November 2021

**Union:** AFSCME

**Pay Grade:** 22

**Summary:** Under general supervision, operates heavy motorized equipment and performs skilled maintenance work while serving as a lead worker for the crew to which he/she is assigned.

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

##### Heavy Equipment:

- Operates a grader in the grading, ditching, and other maintenance of dirt and gravel streets, roads, and alleys
- Operates a bulldozer in grading and excavating land and in back-filling excavations and trenches
- Operates a motor grader in shaping and maintaining road surfaces
- Operates a back hoe and front-end loader
- Operates a snow plow for removing snow
- Operates light equipment or trucks when not operating heavy equipment

##### 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

Other Duties:

- Consults with Streets & Sewer Supervisor as required to prioritize and schedule work
- Prepares time, material, and equipment usage reports
- Prepares and updates work orders and asset information utilizing the Public Works EAM system
- Assures compliance of work zone safety and monitors job assignments to ensure compliance with all standards to include SUDAS, ANSI, and MUTCD
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

Directly supervises several regular and seasonal employees within the Public Works Department. Carries out supervisory responsibilities in accordance with the organization's policies and standards.

**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)
- Two years' experience operating heavy equipment
- Any 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:**

- Good knowledge of traffic and safety rules and accident prevention practices
- Ability to understand and follow oral and written instructions
- Ability to make minor repairs and adjust heavy equipment
- Ability to read construction plans
- Ability to do skilled work in the building and construction crafts
- Knowledge of public works construction and maintenance tools, equipment, materials, and methods
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines

# Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Police Officer

Commission Action: 11/17/2021

Submitted by:

## Description

## Background/Discussion

## Recommendation

### **ATTACHMENTS:**

Description

Type

Upload Date

[Police Officer - Eligibility List](#)

Eligibility List

11/15/2021

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**November 17, 2021**

**TO:** Civil Service Commission

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

**SUBJECT:** Police Officer

---

Background

The application process for Police Officer has been conducted and an eligibility list prepared for the Commission's consideration. There were 110 candidates.

Recommendation

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

1. Dalton Ebertowski
2. Erin Warrior
3. David Moritz
4. Ethen Christensen
5. Faith Swanberg

Expires: November 17, 2023

**Civil Service Commission Communication**

Department: Human Resources

Case/Project No.:

Recreation & Events Coordinator

Commission Action: 11/17/2021

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Recreation &amp; Events Coordinator - Eligibility List</a>	Eligibility List	11/15/2021

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**November 17, 2021**

**TO:** Civil Service Commission

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

**SUBJECT:** Recreation & Events Coordinator

---

Background

The application process for Recreation & Events Coordinator has been conducted and an eligibility list prepared for the Commission's consideration. There were 35 candidates.

Recommendation

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

1. David Felici
2. Lindsay Sorenson
3. Ryan Becszlko
4. Blake Goss

Expires: November 17, 2023