



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 5n  
For Meeting of 06/15/2020

**ITEM TITLE:** Resolution approving text changes to Public Works Operation Specialist Job Description.

**CONTACT PERSON:** John Horton, Public Works Director

**SUMMARY EXPLANATION:**

This is a resolution approving some minor text changes to the job description for Public Works Operations Specialist. They are as follows.

**Essential Duties**

- 3. Performs routine maintenance and upkeep of the Cities' cemetery grounds.

**Other Job Duties**

- 9) Perform weekend duties inclusive of reading of master water meter(s) and sewer flows and water testing on a rotating schedule.
- 18) Setup & Teardown of after-hours recreational events when requested.

This position was included in the FY21 budget and the City plans to fill this position in July.

<input checked="" type="checkbox"/> Resolution _____ Ordinance ___ Contract _____ Other (Specify)_____
Funding Source _____ N/A _____
APPROVED FOR SUBMITTAL _____ <i>John C. Horton</i> Public Works Director

**RECOMMENDATION:** Staff recommends approval of the resolution.

CITY OF BONDURANT  
RESOLUTION NO. 200615-175

RESOLUTION APPROVING TEXT CHANGES TO THE PUBLIC WORKS OPERATIONS SPECIALIST JOB  
DESCRIPTION

WHEREAS, the City included in its FY21 budget an additional Public Works position; AND

WHEREAS, in recruiting for that position, staff recommends making changes to the current position description; AND

WHEREAS, on June 15th, 2020 the City of Bondurant amended the job description for Public Works Operations Specialist; AND

WHEREAS, the City Council approves the text changes to the job description for Public Works Operations Specialist; AND

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the job description for Public Works Operations Specialist is hereby approved

Passed this 15<sup>th</sup> day of June ,2020,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Peffer				
Enos				
McKenzie				
Elrod				

# CITY OF BONDURANT

## JOB DESCRIPTION

Name \_\_\_\_\_ Department: Public Works  
Title: Operations Specialist FLSA: Non-Exempt  
Date: June 8<sup>th</sup>, 2020 Reports to: Public Works Director

### **PURPOSE OF POSITION / SUMMARY**

Under general to direct supervision of the Public Works Director, performs manual labor, semi-skilled and skilled work often involving the operation of light to heavy duty construction and maintenance equipment. Employee must show skilled knowledge of how to use the machinery and the general ability to follow instructions. Assists Public Works Director in planning, organizing, and managing workflow. Notifies customers in advance of when infrastructure service is to be interrupted. Responds to citizen inquiries for information or services. May work nights, evenings, or weekends when inclement weather, emergencies, or when other situations require these hours. This full-time position is compensated on an hourly basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

- 1) Performs duties relating to building and grounds maintenance.
- 2) Mows grass and weeds, cuts brush, trims trees, and performs site cleanup.
- 3) Performs routine maintenance and upkeep of the Cities' cemetery grounds.
- 4) Constructs and repairs buildings, playground equipment, fences and other park facilities using manual labor and equipment as needed.
- 5) Safely operates maintenance and construction equipment, which may include, but is not limited to snow removal equipment, street sweeper, dump trucks, tractors, mowers, chain saws, weed eaters, and other equipment as needed.
- 6) Observes project work and makes decisions as to quality of the work and weather it meets departmental standards.
- 7) Loads and unloads heavy objects, materials, and supplies as needed.
- 8) Performs routine maintenance and repairs on equipment.

- 9) Operates snowplows, sanding and salting equipment. Clears snow and ice accumulations from streets and sidewalks, which may include operating a snow blower, and a shovel to manually remove snow as needed.
- 10) Requisitions materials, supplies, and parts needed to maintain operations
- 11) Assists other city departments as directed.
- 12) Performs activities under strict deadlines and other time pressures.
- 13) Performs manual labor while assisting in the completion of various operational tasks.
- 14) Regular attendance is essential for this position

Other Job Duties:

- 1) Repairs, replaces, and maintains street signs and markers.
- 2) Attends safety meetings and seminars as required.
- 3) Installs water meters in consumer establishments using hand tools as needed.
- 4) Operates truck, tractor, loader, backhoe, mower, and street sweeper to construct, maintain, and repair city streets.
- 5) Performs manual labor in the repair and construction of streets and other facilities.
- 6) Operates painting equipment to paint hydrants, crosswalks, curbs, and other street and sidewalk markings.
- 7) Assists with the repair and installation of sewer and water lines.
- 8) Turn water service off or on for new customer/occupants.
- 9) Perform weekend duties inclusive of reading of master water meter(s) and sewer flows and water testing on a rotating schedule.
- 10) Performs routine maintenance and repairs on equipment.
- 11) Mow, weeds, cuts brush, trims trees, and cleans up site by raking and/or hauling to the landfill.
- 12) Must be available 24 hrs. Per day, 7 days per week for snow removal duties unless time off has been arranged in advance.
- 13) Assist the water/wastewater superintendent with lift station maintenance when requested.
- 14) Learn how to locate and mark graves at City cemetery.
- 15) Set up City Council meeting room for meetings. This may involve moving tables and chairs into different configurations.
- 16) Assist other operators with various projects when requested.
- 17) Respond to water/sewer emergencies when requested.
- 18) Setup & Teardown of after-hours recreational events when requested
- 19) Performs other duties as apparent or assigned and assist other departments as directed.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Conditions: The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, sleet, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

### **EQUIPMENT AND MATERIALS USED:**

Truck and attachments, tractor and attachments, loaders and backhoes, mowers and attachments, trimmers, street sweeper, air compressor, snow plows, electrical welding equipment, combustible gas welding equipment, skid loaders, snow blowers, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oil, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile telephone, SDS information, OSHA regulations, and other equipment as required.

### **EMPLOYMENT STANDARDS:**

This position involves a 6-month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

#### Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Ability to perform moderately basic algebraic and geometric calculations.
- Ability to read and write identifying information, request supplies verbally or in writing.
- Ability to operate, light-to-heavy duty construction equipment in a safe and competent manner.
- Basic skills in equipment maintenance.
- Ability to perform water and sewer testing.
- Ability to perform manual labor for extended periods of time often in inclement weather.
- Ability to use a cellular telephone and a telephone.
- Working knowledge of storm water and wastewater collection, roadway maintenance, equipment maintenance, building care, traffic control devices and equipment practices, equipment and techniques.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain an effective working relationship with Public Works Director, City Administrator, All other city staff and the public.
- Ability to perform all job duties safely and in accordance with all applicable rules, guidelines, policies, and training.

- Ability to pass a post-offer employment physical and a CDL required drug screen and participate in CDL-required drug screen policy testing.

Education, Training and Experience:

- Education Required: High School diploma or equivalent G.E.D.
- Education Preferred: Two years of college education in a field dealing with public works tasks.
- Experience Required: Three years of light and medium construction equipment operations, or two years in a mechanical position.

Required Special Qualifications:

- ◆ Shall be generally available for off-hour emergencies and/or work assignments and be able to respond in less than thirty (30) minutes.
  - ◆ Shall establish residency within thirty (30) miles, which takes less than 30 minutes to drive to the department maintenance facility under normal driving conditions within the first six months of employment with the city.
  - ◆ Shall possess and maintain a valid Class A or B Commercial Driver's License with Air Brakes and any required endorsements and /or restriction removals issued by the State of Iowa. This certification must be obtained within 30 days of employment and have a good driving record for the past three years.
  - ◆ Shall possess and maintain Iowa Certified Pesticide Applicator Certification, valid in all categories necessary for the department. This certification must be obtained within 60 days of employment.
  - ◆ Shall possess or have the ability to possess and maintain State of Iowa (DNR) Water Distribution Grade 1 or 2 certification.
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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator's Signature

*The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.*