

APPLICATIONS BEING ACCEPTED



HUXLEY
— HEART OF THE PRAIRIE —

Public Works Utility Employee I

The City of Huxley is accepting applications for a Public Utility Employee I.
This is a full-time hourly position with benefits

The City of Huxley is currently seeking qualified applicants for the position of Public Works Utility Employee I. Performs work under general supervision. Assists in the operation and maintenance of equipment and facilities used in the Public Works, Street, Water / Wastewater and Park Departments.

The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The applicant shall be able to obtain a class B CDL license with air brakes and tanker endorsement issued by the State of Iowa within 30 days of employment. The applicant shall also be able to obtain a Grade II Wastewater Operator's and a Grade II Water Treatment and Grade II Water Distribution Operator's certificate issued by the State of Iowa certificate issued by the State of Iowa within 3 years of employment.

Shall be available for off-hour emergencies as well as weekend and holiday shifts.

Shall be available to work various shifts and multifarious hours to accommodate needs of the water and wastewater facilities and needs of other departments.

Periodically called during off hours and to come in to perform duties. Shall work some weekends and holidays when assigned.

Subject to random drug and alcohol testing.

Residency Requirements: The employee must reside within a 30-minute drive (traveling at normal speeds) of the Public Works facility within six (6) months after first day of employment.

If interested, job description and application can be picked up by stopping at Huxley City Hall at 515 N. Main Avenue or going to the City's website at www.huxleyiowa.org. If you have any questions regarding the position, you can contact Jeff Peterson, Public Works Director by e-mail at publicworks@huxleyiowa.org. Submit applications and resume to Lisa Wheeler, HR Coordinator, City of Huxley, 515 N. Main Avenue, Huxley, Iowa or email to lwheeler@huxleyiowa.org. Position will remain open until filled. Pre-employment drug and alcohol and pre-employment physical required post offer. The City of Huxley is an equal-opportunity employer. EOE/AA

Wage range: \$19.79 - \$24.43/hr depending on experience

City of Huxley
515 North Main Avenue
Huxley, Iowa 50124
Phone: (515) 597-2562
Fax: (515) 597-2570

Posted: December 16,2021

City of Huxley
Application for Employment



(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Date of Application: _____

Position(s) Applying For: Public Employee Utility I

Referral Source:

Advertisement Friend Relative Employment Agency Other

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Number (____) _____ Cell Phone Number: (____) _____
area code area code

Email Address: _____

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you currently employed? Yes No

Are you a citizen of the United States? Yes No If not, do you possess an Alien Registration Card? Yes No

If not, do you possess an Alien Registration Card? Yes No If yes, give Registration Number _____

Are you available to work? Full Time Part Time Temporary Regular

Are you on lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do any of your friends or relatives, other than your spouse, work for the City of Huxley? Yes No

If yes, list names(s) _____

Have you been convicted of a misdemeanor or felony within the last 7 years? Yes No

*A conviction will not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work history and education history will be considered.

If yes, please explain _____

If required for the position, do you have a valid driver's license or CDL? Yes No

Driver's License # _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/H

City of Huxley
Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. (Example groups which indicate race, color, religion, sex or national origins.)

<i>Employer</i>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
Supervisor	Start	Final	
Reason for Leaving			
<i>Employer</i>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
Supervisor	Start	Final	
Reason for Leaving			
<i>Employer</i>	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
Supervisor	Start	Final	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. _____

2. _____

3. _____

City of Huxley



HUXLEY
HEART OF THE PRAIRIE

Military

Are you a veteran of the U.S. military service? Yes No

If yes, what was your Branch of U.S. military service? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.				

Honors Received: _____

Summarize your experience. List specific duties and responsibilities that would relate to the position that you are applying for.

City of Huxley---Applicant's Statement

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that if I apply for employment with this City, the City may conduct a check of my criminal history, past employment history, medical history, scholastic record, motor vehicle driving records, workers' compensation history and to receive the results of any physical examination, including the results of alcohol and/or drug screening I may be required to undergo, and to rely on such information.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

I hereby acknowledge that the selection process for this position is subject to Iowa open meetings and records. I request that the sessions in which my qualifications are reviewed and discussed be done in closed session so as to protect my reputation.

Signature of Applicant

***If you do not sign this acknowledgement/request, your application may become a public record and consideration of your application may be done in open session.**

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date

Notes: _____

**JOB DESCRIPTION
CITY OF HUXLEY**

DEPARTMENT: PUBLIC WORKS – POSITION: *Utility Employee I*

NONEXEMPT FULL-TIME HOURLY POSITION:

SUMMARY OF DUTIES: Entry level. Performs work under general supervision. Assists in the operation and maintenance of equipment and facilities used in the Public Works Department: Street, Water, Wastewater and Parks.

SUPERVISES: N/A

REPORTS TO: Street Superintendent /
Designated Supervisor

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist with activities associated with Street Maintenance such as street sweeping, graveling, street repairs, crack filling, cutting trees and brush, plowing snow, and sanding and salting icy roads according to the City's ice control policy.
2. Assist in the installation, maintenance and upkeep of storm and secondary storm sewers.
3. Assist in and help maintain vehicles and equipment.
4. Assist in the installation and maintenance of water meters.
5. Assist in reading the water meters monthly and when needed to confirm accuracies and bills.
6. Assist in the installation of concrete sidewalks and streets patches.
7. Periodically inspect and maintain lift stations to assure proper operation of equipment and upkeep of facilities.
8. Collect water/wastewater samples and performs laboratory tests on samples.
9. Assist in the installation of water/wastewater treatment equipment and assist in the repair of water/wastewater distribution repairs of manholes, water/wastewater mains, curb stops/boxes, hydrants, valves/boxes, etc.
10. Assist in the monitoring and participate in the day-to-day operation of the water and wastewater treatment facilities to assure adequate processing and proper operation of equipment, and the need for repairs or adjustments.
11. Notify and consult with immediate supervisor regarding water/wastewater activities and projects to be completed, prioritizing work items, and potential problems and needs.
12. Assist in the maintenance and upkeep of the water and sanitary sewer distribution system.
13. Maintain and clean the bio-solids beds and assists with the hauling of bio-solids.
14. Complete routine custodial duties necessary for upkeep of facilities under the Public Works Department.
15. Operate all equipment in a safe and skilled manner.
16. Perform building and grounds maintenance including painting, mowing, trimmings, and minor repairs.
17. Assist in park maintenance activities including installing and repairing park and playground equipment, mowing, weed control, and ball field/soccer preparation.

18. Assist in the investigation of and in responding to inquiries, questions, and complaints.
19. Assist in picking up and delivering stray or injured animals in accordance with inter-agency agreements
20. Assists other city departments as needed.
21. Performs related duties as assigned.

ENTRY REQUIREMENTS AND SKILLS:

1. Graduation from high school or an equivalent.
2. Knowledge of the operation of mechanical and electrical equipment.
3. Knowledge of the occupational hazards connected with water and wastewater treatment and related activities and of the necessary safety precautions.
4. Ability to take accurate readings, to keep routine records, and to make mathematical computations.
5. Ability to work independently and take responsibility for following previously outlined procedures.
6. Ability to establish and maintain effective working relationships with fellow employees and the public.
7. Ability to repair machinery and perform light electrical repairs.
8. Ability to perform labor outdoors during inclement weather.
9. Ability to lift, carry, push, and pull in excess of 80 pounds.
10. Ability to stand, walk, sit, climb, stoop, kneel, crouch, and crawl on a regular basis.

REQUIRED SPECIAL QUALIFICATIONS:

1. Shall be able to obtain a valid class B chauffeur's license with Air Brakes issued by the State of Iowa and tanker endorsement within thirty (30) days of employment.
2. Shall be able to obtain a Grade II Wastewater Operator's Certificate issued by the State of Iowa within three (3) years of employment.
3. Shall be able to obtain a Grade II Water Operator's Certificate and Grade II Water Distribution certificate issued by the State of Iowa within three (3) years of employment.
4. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT AND TOOLS USED:

Dump trucks, snowplows, end loaders, backhoes, mowers, street sweepers, maintainers, air compressors, sludge trucks/wagons, chain saws, cut off saws, air and hydraulic tools/equipment, generators, skid loaders, vehicle maintenance equipment, weed eaters, lab equipment, jack hammers, power tools, video equipment, jetters, vacuums and tractors. This list is a representation of the type of tools and equipment used. See department's inventory list for specific details.

OTHER REMARKS:

1. Able to drive and operate various equipment and vehicles.
2. Able to work in confined spaces.
3. Shall be generally available for off hour emergencies.
4. Will be required to work Holidays and weekends.
5. Shall be able to be On Call with cell phone back-up when needed or required.
6. **Required** to be available for all off hours in the event of ice and/or snow removal on City streets, sidewalks at any hours of the day, night and weekends.
7. Shall be able to work various shifts and multifarious hours to accommodate needs of the department and the needs of other departments.
8. Subject to random drug and alcohol testing.

Residency Requirements: The employee must reside within a 30-minute drive (traveling at normal speeds) of the Public Works facility within six (6) months after first day of employment.

The City of Huxley is an equal opportunity employer.

The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.